



## Unity Education Trust

### **GENERAL DATA PROTECTION (GDPR) PRIVACY NOTICE FOR STUDENTS AND THEIR FAMILIES**

This notice applies to Unity Education Trust and its member schools (as listed below)

- Beeston Primary
- Garvestone Primary
- Grove House Infant and Nursery
- Kings Park Infant
- Northgate High School and Dereham Sixth Form College

#### **Who processes your information?**

Unity Education Trust is the data controller of the personal information you provide to us. This means the Trust determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The Headteacher/Head of School acts as a representative for the Trust with regard to data controller responsibilities in their school.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the Trust/school to share your data. Where the Trust/school outsources data to a third-party processor, the same data protection standards that the Trust upholds are imposed on the processor.

#### **Why do we collect and use your information?**

The Trust holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, the local authority and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service

- To administer admissions
- To carry out research
- To promote the Trust/school and events organised by them
- To contact you when necessary for school purposes using contact details that you have provided
- To comply with the law regarding data sharing

### **Which data is collected?**

The categories of pupil information that the Trust/school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- CCTV images captured in school
- Photographs - used to aid records management and attendance procedures

Whilst the majority of the personal data you provide to the Trust/school is mandatory, some is provided on a voluntary basis. When collecting data, the Trust/school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the Trust/school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

The categories of parent information that the school collects, holds and shares includes the following:

- Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Financial information where appropriate, e.g. to check eligibility for FSM
- Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns

### **How long is your data stored for?**

Personal data relating to pupils at Trust schools and their families is stored in line with the Trust GDPR Data Protection Policy.

In accordance with the GDPR, the Trust does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Will my information be shared?**

Data may only be used or passed on for specific purposes as allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education

(DfE), and to agencies that are prescribed by law. All these are data controllers in respect of the data they receive and are subject to the same legal constraints in how they deal with the data.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. The Trust is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

The Trust will not share your personal information with any third parties without your consent, unless the law allows us to do so.

Once our pupils reach the age of 13, we are required by law to pass on certain information to our local authority/youth support service who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data of pupils who are aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all pupils and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth are passed to the LA/youth support service by informing the school or college office via email or letter. Once pupils reach 16 years of age, this right is transferred to them, rather than their parents.

We are also required to pass certain personal information to careers services once pupils reach the age of 16.

### **What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how the Trust/school uses your personal data.
- Request access to the personal data that the Trust/school holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way the Trust and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO).

**Where can you find out more information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website [www.uniteducationtrust.uk](http://www.uniteducationtrust.uk) and download our GDPR Data Protection Policy.

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15 May 2018