Privacy Policy - Pupils

PUPILS

CONCORDIA MULTI ACADEMY TRUST

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1. Document Control

Amendment History

Version No.	Date	Comments
0.1	December 2024	Published
1.1	Aug 25	Update to DPO
1.2	October 2026	Reviewed. Updated DPO details. Minor tightening of language but no significant alterations.

Review Dates

Next Review Date
October 2027

Author(s)

Name	Role
Matt Larkin	Chief Financial Officer and Data Protection Officer

Reviewer(s)

Name	Role
Simon Faircloth	Chief Operating Officer

Approver(s)

Name	Role
Simon Faircloth	Chief Operating Officer

2. Introduction

Our Trust collects a lot of data and information about our pupils so that we can run effectively as a school. This privacy notice explains how and why we collect pupils' data, what we do with it and what rights parents and pupils have.

Concordia Multi Academy Trust is the data controller for all academies within the Trust. This means that the Trust is responsible for deciding how and why pupils' personal information is collected, held and used.

The Data Protection Officer is Matt Larkin and is contactable via cfo@concordiamat.co.uk

3. Principles

Why do we collect and use pupil information?

We will comply with UK data protection law. This means that the personal information we hold about pupils must be used lawfully, fairly and transparently; collected only for specified, explicit and legitimate purposes; adequate, relevant and limited to what is necessary; accurate and kept up to date; kept only for as long as necessary; and processed securely.

We collect and use pupil information only where the law allows us to do so. Depending on the particular purpose, processing will normally be necessary to comply with a legal obligation, to perform a task in the public interest or exercise official authority vested in the Trust, or to protect someone's vital interests. In limited circumstances, we may rely on consent where no other lawful basis applies.

Where the personal data we collect about pupils is special category data, we will only process it where an Article 6 lawful basis applies and an additional condition under Article 9 of the UK GDPR is met. Depending on the circumstances, this may include explicit consent, the protection of someone's vital interests where the individual is physically or legally incapable of giving consent, substantial public interest under applicable law, health or social care purposes, or the establishment, exercise or defence of legal claims. Please see our Data Protection Policy for further information about special category data and the safeguards that apply when we process it.

We use the pupil data to support our statutory functions of running our Trust and its schools, in particular:

- to decide who to admit to the school
- to maintain a waiting list
- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- for the protection and welfare of pupils and others in the school
- for the safe and orderly running of the school
- to promote the school
- to communicate with parents / carers
- in order to respond to investigations from our regulators or to respond to complaints raised by our stakeholders
- in connection with any legal proceedings threatened or commenced against the school

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, medical conditions, nationality, country of birth and free school meal eligibility); Attendance information (such as sessions attended, number of absences and absence reasons)
- Behaviour records, including exclusions (if relevant) records about attainment, assessment information, information about special needs (if relevant)

We collect information about pupils when they join the school and update it during their time on the roll as and when new information is acquired.

There are "special categories" of more sensitive personal data which require a higher level of protection. The UK GDPR defines special category data as:

- personal data revealing racial or ethnic origin
- personal data revealing political opinions
- personal data revealing religious or philosophical beliefs
- personal data revealing trade union membership
- genetic data
- biometric data (where used for identification purposes)
- data concerning health
- data concerning a person's sex life
- data concerning a person's sexual orientation.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. Where appropriate, we will ask parents for consent to process personal data where there is no other lawful basis for processing it, for example where we wish to use photos or images of pupils on our websites or on social media to promote school activities or if we want to ask your permission to use your information for marketing purposes. Parents / pupils may withdraw consent at any time.

In addition, the Trust also uses CCTV cameras around the school sites for security purposes and for the protection of staff and pupils. CCTV footage may be referred to during the course of disciplinary procedures (for staff or pupils) or to investigate other issues. CCTV footage involving pupils will only be processed to the extent that it is lawful to do so. Please see our CCTV policy for more details.

Storing pupil data

A significant amount of personal data is stored electronically in the Trust's management information, communication and other authorised systems. Some information may also be stored in hard copy format.

We have put in place appropriate technical and organisational measures to protect pupils' personal information against accidental loss, unauthorised access, alteration or disclosure. Access is limited to staff, contractors and other third parties who need the information for a legitimate purpose and who are required to handle it securely.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, insurance or reporting requirements.

Details of retention periods for different aspects of your personal information are available in our Data Retention Policy.

Some of our service providers may store or process personal information outside the United Kingdom. We may also need to transfer personal information internationally, for example when arranging an overseas school trip. Where personal information is transferred outside the United

Kingdom, we will ensure that an appropriate lawful transfer mechanism and suitable safeguards are in place.

Who do we share pupil information with?

We routinely share pupil information with:

- Parents / carers (as defined in the Education Act 1996)
- schools that pupils attend after leaving us
- our local authority
- a pupil's home local authority (if different)
- the Department for Education (DfE)
- school local governors / trustees
- exam boards.

From time to time, we may also share pupil information with other third parties including the following:

- the Police and law enforcement agencies
- NHS health professionals including the school nurse, educational psychologists,
- Education Welfare Officers
- Courts, if ordered to do so
- relevant professional regulators and education bodies, where necessary
- the Joint Council for Qualifications
- Prevent teams in accordance with the Prevent Duty on schools
- other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances
- our HR providers, for example, if we are seeking HR advice and a pupil is involved in an issue
- our legal advisors
- our Health and Safety partners
- our insurance providers.

Some organisations with which we share information will be independent data controllers responsible for their own use of the information. In some circumstances, the Trust and another organisation may jointly determine the purposes and means of processing and will therefore be joint controllers. Where this applies, the respective responsibilities of the controllers will be set out appropriately.

In the event that we share personal data about pupils with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

We will retain pupils' personal information only for as long as necessary to fulfil the purposes for which it was collected, including any legal, regulatory, accounting or reporting requirements. Further information about the periods for which different records are retained is set out in the Trust's Data Retention Policy and retention schedule.

Why we share pupil information

We share pupil information only where there is a lawful basis for doing so. We do not normally rely on consent where sharing is necessary to comply with a legal obligation, perform a task in the public

interest, exercise official authority, protect someone's vital interests or meet another applicable legal condition.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to: https://www.gov.uk/education/data-collection-and-censuses-for-schools.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being 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 our data is maintained and there are stringent controls in place regarding access and use of the data.

Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested
- the arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:
https://www.gov.uk/government/publications/national-pupil-database-requests-received

To contact DfE: https://www.gov.uk/contact-dfe

Requesting access to your personal data

Under data protection legislation, pupils have the right to request access to personal information about them that we hold. A pupil who has sufficient understanding may exercise this right for themselves. Where a pupil does not have sufficient understanding to make the request, a person with parental responsibility may make a request on the pupil's behalf where it is appropriate and in the pupil's interests. Requests may be made to the Data Protection Officer or the Academy Data Protection Lead.

Any written request that clearly seeks access to personal data will be treated as a Subject Access Request.

Subject to the section below, the legal timescales for the Trust to respond to a Subject Access Request is one calendar month. As the School has limited staff resources outside of term time, we encourage parents / pupils to submit Subject Access Requests during term time and to avoid sending a request during periods when the school is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible.

For further information about how we handle Subject Access Requests, please see our Data Protection Policy.

Parents of pupils who attend academies have a separate statutory right to receive an annual written report setting out their child's attainment for the main subject areas which are taught. This is a separate statutory right of parents under education law rather than an exercise of the pupil's data protection rights. A pupil's consent is therefore not normally required for the report to be provided to a person entitled to receive it, although any applicable court order or other legal restriction must be observed.

The term "parent" is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the pupil, with whom the pupil lives or whether the pupil has contact with that parent), and also includes non-parents who have parental responsibility for the pupil, or with whom the pupil lives. It is therefore possible for a pupil to have several "parents" for the purposes of education law

We do not envisage making decisions about pupils that have a legal or similarly significant effect based solely on automated processing. If this position changes, we will provide appropriate information about the decision-making process, its significance and the pupil's rights.

Depending on the circumstances, you may have the right to request access to personal information, request correction of inaccurate or incomplete information, request erasure of information, request restriction of processing, object to processing, and request the transfer of information provided in a portable format. You may also have rights in relation to automated decision-making and the right to withdraw consent where consent is the lawful basis relied upon. These rights are not absolute and may be subject to legal exemptions.

Data protection officer

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

You can contact the Information Commissioner's Office on 0303 123 1113 or via email as described on https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.