

Privacy Notice for Parents and Pupils – How we use your information

2023/24

Who are we?

Community Academies Trust is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Community Academies Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: **ZA073240**

You can contact the Academy Trust as the Data Controller in writing at:

Community Academies Trust, Dimpleby House, Stoneydelph Primary School, Crowden Road, Wilnecote, Tamworth, Staffordshire, B77 4LS or datacontroller@communityacademiestrust.org

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about pupils and parents?

The pupil and parent information that we collect, hold and share includes:

- Personal information including a pupil's name, date of birth, unique pupil number and home address
- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information such as sessions attended, number of absences and absence reasons.
- Educational information including records of work, assessment results, relevant medical information, details of pupils' special educational needs, exclusions/behavioural information, post-16 learning information.
- Contact information for parents, carers, and other relatives, including telephone numbers, home addresses and e-mail addresses.
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.

- Biometric data and CCTV images/recordings.

Why do we use personal information?

We use pupil data:

- 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
- to safeguard pupils

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.

To enable lateral flow testing in schools, we need to process personal data of those taking part. For information on the data processed in relation to testing, please refer to the privacy information provided by the DfE and published on our website <https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information/testing-for-coronavirus-privacy-information-quick-read--2>

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

1) To comply with the law

We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the Academy Trust by law. We therefore are required to this process personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in **Table 1**.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the Academy Trust in writing.

2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in **Table 2**.

3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in **Table 3**.

4) To perform a public task

It is a day-to-day function of the Academy Trust to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that pupils are properly educated and supported

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in **Table 4**.

In certain circumstances, an individual has the right to object to any processing where it is likely to cause or is causing harm or distress. To exercise this right, individuals should do so by contacting the academy trust to inform them of their reasons for the objection.

These reasons should relate to your specific circumstances. Upon receipt of an objection, the Academy Trust will consider the reasons for the objection and balance this against the legitimate grounds to process data.

5) We have a legitimate interest

Occasionally we have reasons to process information which fall outside of our usual day-to-day school functions. Details of the type of processing that we may undertake on this basis are set out in **Table 5**.

In certain circumstances an individual has the right to object to any processing where it is likely to cause or is causing harm or distress. To exercise this right, individuals should do so by contacting the academy trust to inform them of their reasons for the objection. These reasons should relate to your specific circumstances. Upon receipt of an objection, the academy trust will consider the reasons for the objection and balance this against the legitimate grounds to process data.

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Processing relates to personal data which is manifestly made public by the data subject
- 3) Necessary for establishing, exercising, or defending legal claims
- 4) Necessary for reasons of substantial public interest
- 5) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 6) Necessary for archiving, historical research, or statistical purposes in the public interest

The lawful reasons for each type of special category personal information data that we process is set out in the tables attached.

Who might we share your information with?

We routinely share pupil information with:

- schools/colleges that the pupils attend after leaving us
- our local authorities, Warwickshire, Staffordshire, and Telford & Wrekin
- the Department for Education (DfE)
- School nurse
- NHS
- Public Health and other public health agencies
- Information Management software systems
- Education/classroom apps
- Conferencing software for homework and home learning: Google Classroom, Microsoft Teams, Loom, Zoom
- Career development providers

We do not share information about our pupils or parents unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

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>.

To enable lateral flow testing in schools and the workplace, we need to process personal data of those taking part. For information on the data processed in relation to testing, please refer to the privacy information provided by the DfE and published on our website

<https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information/testing-for-coronavirus-privacy-information-quick-read--2>

What do we do with your information?

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The Academy Trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

How long do we keep your information for?

In retaining personal information, the Academy Trust complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the Academy Trust are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

Transferring data internationally

Where we transfer personal data to a country outside of the UK, we will do so with the appropriate safeguards in place in accordance with data protection law.

What are your rights with respect of your personal information?

In certain circumstances where the school processes data for the purposes of legitimate interests or to fulfil their public task, individuals have a right to object to the processing where it is likely to cause, or is causing, harm or distress. When exercising this right, individuals should contact the school to inform them of their reasons for their objection. The school will consider the reasons for any objection and assess the risk to the individual against the purposes for the processing. In the event the school is unable to comply with an objection, we will ensure we can demonstrate compelling legitimate grounds to continue with the processing.

Under data protection law, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information contact the Data Protection Officer at Satswana Services via email at admin@satswana.com or alternatively:

Suite G12 Ferneberga House
Alexandra Road,
Farnborough,
Hampshire,
GU14 6DQ

****Please ensure you specify which school your request relates to.**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Review

The content of this Privacy Notice will be reviewed in **July 2024**.

Table 1 – Personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Special Category – additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
<ul style="list-style-type: none"> • Student name • Gender • Date of birth • Address • First language • Date of admission to school • National curriculum year group • Eligibility for free school meals • Whether a pupil is looked after and the local authority by whom the pupil is looked after • Where a pupil has been but is no longer looked after, the type of order resulting in them no longer being looked after • Details of exclusions start and end date, number of sessions, fixed length/permanent, reason for exclusion • Attendance records including whether absence was authorised/unauthorised and reasons for absence • SEN status, start date, details of needs and provision • Ethnicity • Parental responsibility • Doctor 	<p>The Education (Information about individual pupils) (England) Regulations 2013</p>	<p>Consent</p>	<ul style="list-style-type: none"> • Local Authority in which the school is situated: • Telford and Wrekin • Staffordshire • Warwickshire • Department for Education • School to which pupil has transferred 	<p>Legal obligation</p>
<ul style="list-style-type: none"> • National identity • UPN • Mode of transport to school • Proficiency in English 	<p>The Education Act 1996</p>		<ul style="list-style-type: none"> • Local Authority in which the school is situated: 	<p>Legal obligation</p>

			<ul style="list-style-type: none"> Telford and Wrekin Staffordshire Warwickshire Department for Education School to which pupil has transferred 	
<ul style="list-style-type: none"> Last school attended (name and address) Assessment data End of Key Stage Year 1 phonics End of Key Stage 2 Assessments Foundation stage assessment details 	The Education (Pupil information) (England) Regulations 2005		<ul style="list-style-type: none"> Local Authority in which the school is situated: Telford and Wrekin Staffordshire Warwickshire Department for Education School to which pupil has transferred 	Legal obligation
<ul style="list-style-type: none"> Pupil annual report Medical information including allergies Court order 	The Education (Pupil information) (England) Regulations 2005		School to which pupil has transferred	Legal obligation
<ul style="list-style-type: none"> Parent's name and address Parents telephone number (if pupil usually resides with them) 	The Education (Pupil information) (England) Regulations 2006		<ul style="list-style-type: none"> Local Authority in which the school is situated: Telford and Wrekin Staffordshire Warwickshire Department for Education School to which pupil has transferred 	Legal obligation
<ul style="list-style-type: none"> Child protection and safeguarding documentation 	KCSIE The Children's		<ul style="list-style-type: none"> Local Authority in which the 	Legal obligation

including concern forms and case documentation	Act 1989		school is situated: <ul style="list-style-type: none"> • Telford and Wrekin • Staffordshire • Warwickshire • Police 	
<ul style="list-style-type: none"> • Destinations – where the child has gone to 	KCSIE		<ul style="list-style-type: none"> • Local Authority in which the school is situated: <ul style="list-style-type: none"> • Telford and Wrekin • Staffordshire • Warwickshire • Department for Education 	Legal obligation
<ul style="list-style-type: none"> • Student name • Date of Birth • Address • Telephone number • Offer for September 			Prospects Careers Company (part of WCC)	Legal obligation

Table 2 – Personal information we are required to process as it is necessary to protect someone’s vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Medical information including allergies	Necessary to protect vital interests of the data subject	Emergency services	Vital interests
Student name Date of birth Gender Religion Address	Vital interests	Emergency services	Vital interests
Emergency contacts		Emergency services	Vital interests
Student name Gender Health information		Other schools for intra-school activities	Vital interests

Table 3 - Personal information we are required to process with the consent of the individual to whom that information 'belongs'

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
<ul style="list-style-type: none"> • Student name • Student UPN • Parent name • Address • Gender 		ParentPay	Consent
<ul style="list-style-type: none"> • Student name • Year group • Registration group • Date of birth • Parent name • Address • Email address 		ParentMail	Consent
<ul style="list-style-type: none"> • Parent mobile number • Student name • Year group • Club attendance 		Teachers2Parents text message	Consent
<ul style="list-style-type: none"> • Name • Date of birth • Gender • Address • Student email address • Student phone number • Home phone number • First language • School details • Parent name • Parent address • Parental responsibility • Parent phone number • Parent email address • Details of other people in the household • Details of special needs • Looked after child • Subject to child protection plan • CAF • Adopted • Young carer • Constant supervision required • Details of social worker 		<ul style="list-style-type: none"> • Snowford Grange • CAMHS • Educational Psychology Services for Warwickshire, Staffordshire, and Telford & Wrekin • Sycamore Counselling • The Warren (George Eliot Hospital) • Fair Access panel for Warwickshire, Staffordshire, and Telford & Wrekin • Learning Support Advisory Team (LSAT) 	Consent

<ul style="list-style-type: none"> • Ethnicity 	Consent		
<ul style="list-style-type: none"> • Photograph 		Public record on website	Consent
<ul style="list-style-type: none"> • Student name • National curriculum year group • Dietary restrictions • Biometric data 	Necessary to protect vital interests of the data subject	<ul style="list-style-type: none"> • School catering • ParentPay • Residential accommodation 	Consent
<ul style="list-style-type: none"> • Student name • National curriculum year group • Registration group • Admission number • FSM 		Nationwide Cashless Catering	Consent
<ul style="list-style-type: none"> • Student name • Telephone number • Year group • Parent name • Club attendance 		PARS (insight) SchoolComms	Consent
<ul style="list-style-type: none"> • Student name • Student DoB • Address • Parent name • Parent telephone number • Medical/dietary concerns • GP details • First language • Child in Need/Child Protection issues 		School nurse	Consent
<ul style="list-style-type: none"> • Dietary restrictions 	Consent	<ul style="list-style-type: none"> • External school catering provider: • Telford & Wrekin • EduCaterers • Class catering • Compass + • Outdoor education providers • Relevant curriculum provision 	Consent
<ul style="list-style-type: none"> • Student name • Gender • DoB • Parent contact details • Address • First language • National curriculum year group 		Young Carers	Consent

<ul style="list-style-type: none"> • LAC • Attendance • SEND status • Ethnicity 	Consent		
<ul style="list-style-type: none"> • Student name • Class • Date of birth • Parent name 		Childcare Online Booking	Consent
<ul style="list-style-type: none"> • Student name • Student DoB • Address • Parent name • Parent telephone number • Medical/dietary concerns 		Duke of Edinburgh Awards	Consent
<ul style="list-style-type: none"> • Student name • Class • Year group 		<ul style="list-style-type: none"> • Pobble • Real PE • Storypark 	Consent

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
<ul style="list-style-type: none"> Child Protection and Safeguarding documentation including concern forms and case documentation 		Police	Public task
<ul style="list-style-type: none"> Student name Gender Date of birth Address First language Date of admission to school National curriculum year group Eligibility for free school meals Whether a pupil is looked after and the local authority by whom the pupil is looked after Where a pupil has been but is no longer looked after, the type of order resulting in them no longer being looked after Details of exclusions start and end date, number of sessions, fixed length/permanent, reason for exclusion Attendance records including whether absence was authorised/unauthorised and reasons for absence SEN status, start date, details of needs and provision Ethnicity 	Consent	<ul style="list-style-type: none"> MIS system provider BromCom Scholarpack CMIS SIMS Evolve Locker Connect 	Public task
<ul style="list-style-type: none"> Student name External assessment results Predicted grades Gifted and talented FSM Service children 		<p><u>Assessment Tools</u></p> <ul style="list-style-type: none"> Accelerated Reader Emerge SISRA Pixl GCSEPod 	Public task

<ul style="list-style-type: none"> • Ethnicity • Attendance percentage • Previous primary school • Stability indicator/mobile students • Date of birth • Gender • EAL (first language) • LAC • PP • UPN • National curriculum year group • SEND status and area of need within SEND • Catch up premium • Premature birth? 	Consent	<ul style="list-style-type: none"> • SAM Learning • OTrack • FFT • Go4Schools • Power of Reading • Cornerstones • Doodle • Tapestry • Educake • INSIGHT • Phonics Tracker <p><u>Third party data processors</u></p> <ul style="list-style-type: none"> • GroupCall • Wonde • IDaas • PCE (Future Cloud/Smoothwall) • School Cloud 	
<ul style="list-style-type: none"> • Student name • telephone number • addresses of emergency contacts other than parent(s) with whom pupil resides 			Public task
<ul style="list-style-type: none"> • SEN documentation including SEND provision maps, personal learning plans EHCPs, reports from external agencies 		Local Authority in which the school is situated: Telford & Wrekin Staffordshire Warwickshire	Public task
<ul style="list-style-type: none"> • Student name • Gender • DoB • Parent contact details • Address • First language • Date of admission to school • National curriculum year group • FSM eligibility • LAC • PP • Number of exclusions • Attendance • SEND status • Ethnicity • National identity • Country of birth • Nationality 		Education Welfare Officer	Public Task

<ul style="list-style-type: none"> • UPN 			
<ul style="list-style-type: none"> • Student name • National curriculum year group • Date of birth • Gender 		<u>Library systems</u> <ul style="list-style-type: none"> • Eclipse • Renaissance • Junior Librarian • Heritage 	Public task
<ul style="list-style-type: none"> • Student name • Student email address • National curriculum year 		<u>Homework and revision platforms</u> <ul style="list-style-type: none"> • MyMaths • Kerboodle • Nessy • Times Table Rockstar • Adobe Creative Cloud 	Public task
<ul style="list-style-type: none"> • Student name • Registration group • National curriculum year group • Date of birth • Photograph 		<u>Signing In System</u> <ul style="list-style-type: none"> • Invenry • Edit • Biostore • Novascope 	Public task Consent
<ul style="list-style-type: none"> • Student name Gender • School name • FSM • Social care status • Priority family status • Date of birth • Address • First language • Date of admission to school • National curriculum year group • Whether a pupil is looked after and the local authority by whom the pupil is looked after • Where a pupil has been but is no longer looked after, the type of order resulting in them no longer being looked after • Details of exclusions start and end date, number of sessions, fixed length/permanent, reason for exclusion • Attendance records including whether absence was authorised/unauthorised 		<u>Alternative Provision</u> <ul style="list-style-type: none"> • AFC Telford • KickStart • The Lyndon Centre • Hadley Learning Community – Queensway • House 1 • Crossbar • North Warwickshire Area Behaviour Partnership • NW & Hinckley College • Wyldwoods • HLC Queensway 	Public task

<ul style="list-style-type: none"> and reasons for absence • SEN status, start date, details of needs and provision • Health information • Ethnicity 	Consent		
<ul style="list-style-type: none"> • Student name • Gender • Date of birth • Exam number • UCI • ULN (Unique Learner Number) • UPN (Unique Pupil Number) 		<u>Exam Boards</u> <ul style="list-style-type: none"> • EdExcel/Pearson (SATs) • AQA • OCR • WJEC • RSL • LBF 	Public Tasks
<ul style="list-style-type: none"> • Student name • Email address • Class name • Date of birth 		<u>Learning Platform</u> <ul style="list-style-type: none"> • Frog • Eschools • Task Insight • Purple Mash • Board Works • Discovery Education • Edukey • EZ Education • Hegarty Maths • Jigsaw • Bug Club Phonics (Pearson) • Phonics Hero • Phonics Play • Planet E-stream • Reading Solutions • Twinkle 	Public task
<ul style="list-style-type: none"> • Student name • Class • Year group • Behaviour record • Attendance record 		<u>Rewards Systems</u> <ul style="list-style-type: none"> • Class dojo • PARS/insight 	Public task
<ul style="list-style-type: none"> • Student name • Date of birth • Destination • Gender • National curriculum year group 		<u>Work experience</u> <ul style="list-style-type: none"> • Local authority • Employer • Prospects Careers Company (WCC) 	Public task
<ul style="list-style-type: none"> • Student name • Address 		Post 16 Providers	Public task

<ul style="list-style-type: none"> • Gender • Date of birth • Parent contact details • First language • Date of admission to school • National curriculum year group • FSM eligibility • LAC • PP • Number of exclusions • Attendance • SEND status • Ethnicity • National identity • Country of birth • Nationality • UPN 	Consent		
<ul style="list-style-type: none"> • Name • Gender • DoB • Parent contact details • Address • First language • National curriculum year group • FSM eligibility • LAC • PP 		University of Wolverhampton Aspire to HE	Public task
<ul style="list-style-type: none"> • Name • Gender • DoB • Parent contact details • Address • First language • Date of admission to school • National curriculum year group • FSM eligibility • LAC • PP • Number of exclusions • Attendance • SEND status • Ethnicity • National identity • Country of birth • Nationality • UPN 	Consent	Grofar (careers service)	Public task

<ul style="list-style-type: none"> • Student name • Gender • National curriculum year group • Health information 		Other schools for intra-school activities	Public task
<ul style="list-style-type: none"> • Student name • Gender • Date of birth • Address • First language • Date of admission to school • National curriculum year group • Eligibility for free school meals • Whether a pupil is looked after and the local authority by whom the pupil is looked after • Where a pupil has been but is no longer looked after, the type of order resulting in them no longer being looked after • Attendance records including whether absence was authorised/unauthorised and reasons for absence • SEN status, start date, details of needs and provision • Ethnicity 	Consent	CPOMS	Public task
<ul style="list-style-type: none"> • Student name • Gender • DoB • Parent contact details • Address • First language • Date of admission to school • National curriculum year group • FSM eligibility • LAC • PP • Number of exclusions • Attendance • SEND status • Ethnicity 		<ul style="list-style-type: none"> • Family Connect (safeguarding incidents) • MyConcern • TootToot Safeguarding Platform 	Public task

<ul style="list-style-type: none"> • National identity • Country of birth • Nationality • UPN 			
<ul style="list-style-type: none"> • Student name • School year • Health information • Date of birth • SEN • Gender 		PPA Cover/Curriculum delivered by outside agencies <ul style="list-style-type: none"> • Swimming teachers • Forest schools • Sports coaches • Bikeability 	Public task
<ul style="list-style-type: none"> • Student name • Gender • Date of birth • Address • First language • Date of admission to school • National curriculum year group • Eligibility for free school meals • Whether a pupil is looked after and the local authority by whom the pupil is looked after • Where a pupil has been but is no longer looked after, the type of order resulting in them no longer being looked after • Details of exclusions start and end date, number of sessions, fixed length/permanent, reason for exclusion • Attendance records including whether absence was authorised/unauthorised and reasons for absence • SEN status, start date, details of needs and provision • Ethnicity • Assessment data • Parent contact details • PP • National identity • Country of birth • Nationality • UPN 	Consent	Virtual School Head at Local Authority	Public task

<ul style="list-style-type: none"> • Student name • Gender • DoB • Parent contact details • Address • First language • Date of admission to school • National curriculum year group • FSM eligibility • LAC • PP • Number of exclusions • Attendance • SEND status • Ethnicity • National identity • Country of birth • Nationality • UPN 	Consent	Social Services	Public task
<ul style="list-style-type: none"> • Student name • Date of birth • Class 		Cool Milk (pupils aged under 5)	Public Task
<p>Information relating to Covid – 19 testing:</p> <p>Name Date of birth Year Group Parent contact number Results of Covid – 19 testing</p>	Necessary for reasons of public health	Public Health and other public health agencies	Public task

Table 5 - Personal information that we have a legitimate interest to process, which may fall outside of our usual day-to-day school functions.

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
<ul style="list-style-type: none"> • CCTV images 		Exclusion Panel	Legitimate Interests