

# **Privacy Notice** **(How we use pupil information)**

The Medway Anglican Schools Trust (MAST) 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 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, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such statutory assessments and non-statutory assessments)
- Medical information
- Special educational needs information
- Behaviour information (such as number of temporary exclusions)

## **Why we collect and use this information**

We use the 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

## **The lawful basis on which we use this information**

We collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or DfE, only when the law allows us to.

Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest/in the exercise of official authority

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

## **Collecting this data**

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.

## **Storing pupil data**

Personal data relating to pupils within MAST and their families, is stored in line with the Trust's 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. Our Retention Schedule sets out how long we keep information about pupils.

## **Who we share pupil information with**

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 and our policies allow us to do so.

Where the Trust outsources data to a third party processor, the same data protection standards that MAST upholds are imposed on the processor.

We routinely share pupil information with:

- schools that the pupil's attend after leaving us – *to fulfil our official task in education and safeguarding*
- Medway Council – *to comply with our legal obligation to share certain information such as safeguarding issues and exclusions*
- the Department for Education (DfE) - *to meet our legal obligations to share certain information under regulation 5 of The Education Regulations 2013*
- Health and social welfare organisations - *to fulfil our official task in education and safeguarding*
- Police forces and courts or tribunals - *to protect the vital interests of an individual or individuals*
- Ofsted - *to meet our legal obligation to our regulators*
- Kreston Reeves - *to enable them to carryout auditing to meet our legal obligation to our regulators*
- Chartwells – *to enable them to provide a catering service we have contracted for*
- Micro Librarian System – *to enable them to provide a digital library service we have contracted for*
- Schools Comms – *to enable them to provide a communication service with parents/carers we have contracted for*
- EiS - *to enable them to support our management information system and our backup storage we have contracted for*
- PSFinancials – *to enable them to supply a financial platform we have contracted for*

## **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **What are your rights?**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information (Subject Access Request), or be given access to your child's educational record, contact the school office or the data protection office.

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

- claim compensation for damages caused by a breach of the Data Protection regulations

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

## **Complaints**

We take any complaints about our collection and use of personal information very seriously. If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by contacting our data protection officer.

Alternatively, you can contact the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer, Natalie Hobbs**, via the School Office.

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data within The Medway Anglican Schools Trust.*