



# Privacy Notice

## Students

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Reviewed by Laurus Trust

REVISION NUMBER	REVISION DATE	REVISION(S) MADE	REVISION APPROVAL DATE
1	5.9.18	DPO Changed	Nov 18
2	13.6.19	DPO Changed Additional details added under 'Who we share pupil information with'.	

## **How we use pupil information;**

We, Laurus Trust, are a data controller for the purpose of the General Data Protection Regulation. We collect information from you and may receive information about you from your previous school, local authority and/or the Department for Education.

## **We collect your information to:**

- support pupil learning and the delivery of education
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing
- comply with our statutory obligations

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

- Personal information such as:
  - Name, date of birth, gender, image, class details, admission data, unique pupil number, address, family history and contact details, GP contact details, dietary requirements, school history, attendance data, behaviour log, exclusions
- Special categories of information such as;
  - Ethnicity, nationality, religion, country of birth, free school meal eligibility, medical needs, assessment, data, Special Educational Needs and Disability status, bursary, safeguarding, biometrics, photographs, videos, CCTV, images, passport information

We share pupil data with a number of services in order to provide appropriate support for our pupils. This will include Local Authority educational services including specialist inclusion, support and access services as well as health services like School Nursing.

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

### **Legal obligation:**

We are required to use pupil data when undertaking our legal obligations and to comply with our statutory functions of running a school in order to provide you with an education.

The following information is processed as a result of the Trust's legal obligation:

- Pupil Name, Date of Birth, Gender, Image, Class details, Admission Date, ULN, UPN, Address, Family Members, Family Contact Details, GP Contact Details, Dietary Requirements, Ethnicity, Nationality, Religion, FSM, School History, Attendance, Medical Needs, Assessment Data, Behaviour Log, SEN Status.

### **Consent:**

The consent of parent/carers may be relied upon to process some forms of pupil data. We will request consent in the following circumstances:

- To allow us to process the personal and sensitive information for school visits (Name, DOB, Contact Telephone Number, Medical Requirements)
- When taking photographs and/or videos of pupils
- When taking photographs by the school photographer
- For biometric services within the schools
- To share information with the Team Around the School (TAS)
- To share information with the Common Assessment Framework Team (CAF)
- To share information with the Team Around the Child (TAC)
- To share information Safeguarding Children in Educational Settings Team (SCIES)

Where the legal reason for processing your personal information is based on your consent, or your parent/carer's consent, you have the right to withdraw your consent at any time without affecting the lawfulness of our processing prior to your withdrawal. Please contact pupil enquiries in school should you wish to withdraw your consent for any of the above activities.

## **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.

## Storing pupil data:

We hold all pupil data in line with the agreed retention schedule which can be found by visiting [www.laurustrust.co.uk/data-protection](http://www.laurustrust.co.uk/data-protection). This retention schedule sets out how long we must keep information about pupils.

## Who we share pupil information with:

Information is routinely shared with:

- schools that the pupils attend after leaving us
- our local authority, i.e. Stockport Metropolitan Borough Council/Cheshire East Council/Tameside Council/Manchester City Council
- the Department for Education (DfE)
- your family and representatives - to fulfil our legal obligations
- educators and examining bodies - necessary for compliance with our legal obligations
- Ofsted - to meet our legal obligations with regard to the delivery and monitoring of teaching and learning and the management of our schools.
- suppliers and service providers - so that they can provide the services we have contracted them for, such as Access-it, Educake, No more marking and Quizlet.
- our auditors - so that they can quality assure our systems
- survey and research organisations - so that we can participate in educational research activities or for statistical purposes
- health authorities - so that we can offer non statutory services
- security organisations - for safeguarding purposes, such as CPOMs
- health & social welfare organisations - to carry out our statutory functions and to be able to offer a non-statutory services
- professional advisors and consultants - so that information can be obtained to enhance educational provision
- Police forces, courts and tribunals - to fulfil our legal obligations and is authorised by law

- Professional bodies - to deliver educational services

We will not give information about you to anyone outside this establishment without your consent, unless the law permits it. We are required by law to pass some of your information to the Local Authority for monitoring, tracking and provision of appropriate services and to the Department for Education.

These organisations are then required to share some of this information with trusted partners including NHS Trusts and other Local Authorities in the case of admissions. Appropriate data will be used by certain Local Authority services to provide the best support possibly to children and young people.

## Why we share pupil information:

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>.

## Youth support services:

### Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- youth support services
- careers advisers

A parent/carer can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once they reach the age 16.

### Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

## The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) 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 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 Department 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 the 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 and
- 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 the DfE: <https://www.gov.uk/contact-dfe>

## Requesting access to your personal data

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, or be given access to your child's educational record, please contact pupil enquiries to make a request or alternatively you can view our Data Subject Rights Policy at [www.laurustrust.co.uk](http://www.laurustrust.co.uk).

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, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact:  
The Trust Director of Assessment, Accreditation and Compliance, responsible for data protection at the Laurus Trust.

Or, the Trust's DPO -  
Karen Hillen  
c/o Upper Ground Floor, South  
Stopford House  
Stockport  
SK1 3XE

Tel: 0161 474 4299 email: [IGSchoolSupport@stockport.gov.uk](mailto:IGSchoolSupport@stockport.gov.uk)