

## **Privacy Notice for Chase Terrace Academy**

### **- How we use student information**

This Privacy Notice is specific to Chase Terrace Academy, but is written to be consistent with Stephen Sutton Multi-Academy Trust's Data Protection (GDPR) Policy. The Notice relates to personal, identifiable information that relates to individual students on roll at the school.

#### **The categories of student information that the school collects, holds and shares include:**

- Personal information (such as name, Unique Pupil Number (UPN) and address / contact details)
- 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)
- Academic achievement data
- Rewards and sanctions (including exclusions)
- Information relating to Special Educational Needs and Disabilities (where relevant)
- Any relevant medical information.

#### **The school collects and uses this information for 'specified, explicit and legitimate purposes' in order to:**

- Support students' learning
- Monitor and report on students' progress
- Provide appropriate pastoral care
- Assess the quality of its services
- Comply with the law regarding data sharing

#### **The lawful basis on which the information is used:**

The school collects and uses student information under Section 537A of the Education Act 1996 and Section 83 of the Children Act 1989. It also complies with Article 6(1)(e) and Article 9(2)(b) of the General Data Protection Regulation (GDPR). The information is processed by the school in order that it is able to exercise the official authority that is vested in it to provide an effective education for its students.

#### **Collecting student information:**

Whilst the majority of student information provided to the school is mandatory, some of it is provided on a voluntary basis. In order to comply with the General Data Protection Regulation, the school will inform parent(s)/carer(s) whether they are required to provide certain student information for the school, or whether they have a choice in this.

#### **Storing student data:**

The school holds student data until the student reaches the age of 25, after which it is disposed of securely.

### **Student information is shared with:**

- Schools and colleges that students attend after leaving us
- Officers of the Stephen Sutton Multi-Academy Trust (SSMAT)
- Staffordshire Local Authority (who have specific responsibilities relating to admissions, SEND and safeguarding)
- The Department for Education (DfE)
- The Education and Skills Funding Agency (ESFA)
- Police
- Social Services
- Attend (attendance and educational welfare support)
- NHS (school nurse service)
- Children and Adolescent Mental Health Services (CAMHS)
- Alliance in Partnership (AiP) [catering service]
- Digital service providers (CAPITA, 4 Matrix, Oxford Analytics, Show My Homework, My Maths, Accelerated Reading)
- Examination boards
- Work experience providers
- The Bridge (pupil referral unit)
- Residential trip organisers (and insurers)

### **Why we share student information:**

Information about our students is not shared with anyone without consent, unless the law and the Trust's policies allow the school to do so.

Student data is shared with the Department for Education (DfE) on a statutory basis (under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013). This data sharing underpins school funding and educational attainment policy and monitoring. To find out more about the data collection requirements placed on schools by the Department for Education (e.g. for the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

There are a broad range of other agencies with whom the school shares students data (as listed above), in order to support the effective education and welfare of the students themselves.

### **Youth support services:**

Once our students reach the age of 13, we also pass student 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 youth support services and careers advice.

A parent, or guardian, 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 the school. This right is transferred to the student once he/she reaches the age 16.

The school also shares certain information about students aged 16+ with the local authority, and/or provider of youth support services, given their 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 information about post-16 education and training providers, youth support services and careers advice.

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

### **The National Pupil Database (NPD):**

The NPD is owned and managed by the DfE and contains information about students 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.

The school is required, by law, to provide information about our students 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 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 DfE may share information about our students, from the NPD, with third parties who promote the education or well-being of children in England through conducting research or analysis, producing statistics and/or providing information, advice or guidance.

The DfE has robust processes in place to ensure that the confidentiality of student data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether, or not, the DfE releases data to third parties are subject to a strict approval process and are based on a detailed assessment of: who is requesting the data; the purpose for which it is required; the level and sensitivity of the data requested; and the arrangements in place to store and handle the data.

To be granted access to student 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 DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information regarding the organisations to whom the DfE has provided student information (and for what purpose), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact the DfE go to: <https://www.gov.uk/contact-dfe>

### **Requesting access to personal data:**

Under data protection legislation, parents and students have the right to request access to information about them that is held by the school. To make a request for your personal information,

or to be given access to your child's educational record, please make a Subject Access Request (SAR), addressed to Sharon Thorp, the Data Protection Officer for Stephen Sutton Multi-Academy Trust (contact details below). Guidance notes and a SAR Form can be accessed from [www.stephensuttonmat.co.uk](http://www.stephensuttonmat.co.uk) or from the school's website.

Parents/carers and students 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

Anyone having a concern about the way that their personal data (or information relating to their child) is being collected or used, should, in the first instance, be raised with the Trust's Data Protection Officer – [dpo@stephensuttonmat.co.uk](mailto:dpo@stephensuttonmat.co.uk). Concerns can also be raised through direct contact with the Information Commissioner's Office at <https://ico.org.uk/concerns>

**Contact:**

To discuss any aspect of this Privacy Notice, please contact Sharon Thorp, Data Protection Officer

[dpo@stephensuttonmat.co.uk](mailto:dpo@stephensuttonmat.co.uk)

01543-687310

Stephen Sutton Multi-Academy Trust

Bridge Cross Rd.

Burntwood

Staffs.

WS7 2DB