

PRIVACY NOTICE

For Pupils and their Parents/Carers of

Perry Hall Multi Academy Trust

Who processes your information?

Perry Hall Multi-Academy Trust (Perry Hall Primary, Dunstall Hill Primary, Berrybrook Primary, Woodthorne Primary, Birds Bush Primary, Stanley Road Primary) is the “Data Controller” of personal data. This means the Trust (and the school your child attends) is responsible for deciding how to use the personal information we hold about our pupils and their parent/carers.

We refer to information that identifies you as “personal data”. When we use your personal data in different ways, this is called “processing”. The Data Protection Act (2018) outlines how personal data should be protected and processed appropriately by organisations including schools.

In some cases, your personal data will be shared with other people, organisations or companies. Sometimes we are required by law to share your personal data (legal obligation), or need to do so because it is necessary to help teach your children or keep them safe (performance of a public task). From time to time, we may also ask you for your consent (permission) to use your personal data for other reasons, but we will make this clear and give you a choice about how this happens.

If we share your personal data outside of school, we ensure that the same data protection standards are upheld by other people involved in processing your personal data.

The categories of pupil and parent/carer information that we process include:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address, National Insurance number)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Images (such as photographs and CCTV images)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance Information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as statutory Key Stage and teacher assessments)
- Behavioural information (such as incidents, interventions, exclusions and any relevant alternative provision put in place)

Why do we collect and use your information?

Perry Hall MAT holds the right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, local authorities and / or the DfE. We collect and use personal data in order to meet legal requirements and our public

task duties and obligations set out in the Data Protection Act 2018 (GDPR) and other UK law, including those in relation to the following:

- Education Act 1996
- The Education (Information About Individual Pupils) (England) Regulations 2013
- The Children Act 1989 & 2004

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To keep children safe (safeguarding, health and safety of pupils)
- To meet the statutory duties placed upon us for DfE data collections

Whilst the majority of the personal data you provide to school is mandatory, some is provided on a voluntary basis. The school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

The categories of parent information that the school collects, holds and shares includes the following:

- Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Financial and meal management information, e.g. account and transactional information for school meals and eligibility for free school meals
- Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns

How long is your data stored for?

Personal data relating to pupils and their families is stored in line with Perry Hall MAT's Data Protection Policy.

In accordance with the Data Protection Act, the school 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.

We will also retain personal data in the form of images, registers and examples of work for the purposes of archiving and as a historical record of school life. This information may later be published in school literature, displays or external media. In this case, the personal data we retain will be proportionate and limited to what is necessary.

Will my information be shared?

The school is required to share pupils' data with the 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 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Perry Hall MAT is required by law to provide information about pupils 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 DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing 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 any data shared from the NPD is maintained.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Schools in Perry Hall MAT do not share information about pupils with anyone without consent unless the law and our policies allow us to do so. Schools in the MAT routinely shares pupil information with:

- Pupils' destinations upon leaving the school
- The Local Authority that the school is located in and its agencies (Social Services, Admissions & Appeals, SEND Team, LAC Team)
- Other Local Authorities (as needed)
- The NHS and other health professionals (School Nurses)
- The Department for Education
- Other Government agencies (Ofsted)
- External Support Agencies (Welfare support, Inclusion and Behaviour Services)
- The providers of our management information systems
- The software we use to communicate with you (text messaging)
- Our Safeguarding system
- The system we use for managing visitors to school (our signing in system in reception)
- The providers of our CCTV systems
- Our virtual learning environments
- The providers of our learning platforms
- The systems we use for recording progress in learning
- The online software we use to help deliver the curriculum
- The software we use to provide cashless payments
- The online software we use to help us manage visit and health & safety
- The providers of therapy and support services (e.g. LA Speech and Language Team and Visually Impaired Team)
- Visit/trip providers
- Our sports coaches
- Before and after school club providers
- Alternative Education Providers
- School Photographers
- Professional advisors and consultants
- Contract Catering Services (School Meals)
- Contract IT Support Services

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Request access to the personal data that your child's school holds

- 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
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing

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

Where can you find out more information?

For more information about the Department for Education'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 for Education has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-recieved>

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

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>

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, contact our Data Protection Officer at DPO@PerryhallMAT.co.uk, or in writing to: Perry Hall Multi-Academy Trust Business Team, PO Box 7177, Greenacres Avenue, Wolverhampton, WV1 9DB. Please address letters: **For the attention of the Data Protection Officer.**

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact: DPO@PerryhallMAT.co.uk, or in writing to: Perry Hall Multi-Academy Trust Business Team, PO Box 7177, Greenacres Avenue, Wolverhampton, WV1 9DB. Please address letters: **For the attention of the Data Protection Officer.**