

Modern life requires us to provide personal data for a variety of different reasons. There are many examples of why personal data is needed to provide pupils with the best learning environment possible. Whenever data about pupils is used, we do everything possible to keep it safe. We only use data when it is required and only keep it for as long as it is used.

## 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 lessons attended, number of absences and absence reasons)
- Medical information (allergies, medication information)
- Special educational needs
- Images, audio and video recordings

## Why we collect and use this information

We use the pupil data:

- to support pupil learning (including to support pupil learning through professional development of our teachers)
- 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 provide access to online learning platforms

## The lawful basis on which we use this information

We collect and use pupil information under Article 6.1.a,c,d,e and f and Article 9.2 a and b of the General Data Protection Regulation. Personal data will only be processed when there is one of 6 'lawful bases' (legal reasons) to do so under data protection law. For pupil data this would normally be:

- The data needs to be processed to **comply with a legal obligation**
- The data needs to be processed to ensure the **vital interests** of the individual e.g. to protect someone's life
- The data needs to be processed so that the Trust, as a public authority, can perform a task **in the public interest**, and carry out its official functions
- The individual (or their parent/carer when appropriate in the case of a pupil) has freely given clear **consent**

## 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. If you choose not to provide certain information, we will ensure it is simple for you to do this.

## Storing pupil data

We hold pupil data for varying periods, although never for longer than is necessary for providing your education or for legal obligations. Full details of storage retention periods are available in our retention policy.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Higher education institutions, when pupils are participating in widening participation activities

We share pupil data within our Trust, including with academies within which we collaborate for professional development purposes.

Sometimes it is necessary for other organisations to be involved with the storage of personal data. These third parties include companies who provide web-based services, cloud providers and other services that help provide the resources needed for teaching.

You have the right to object to any of these services processing your data, unless it is to comply with a legal obligation.

## Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

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.

We share data within our Trust for monitoring purposes, to inform funding and educational support, enabling the Trust to undertake its official functions. The academies within our Trust collaborate for teacher professional development using a secure video system. The use of this system enables our teachers to collaborate around practice and gain expert feedback from other teachers in our Trust.

## 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 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 us. This right is transferred to the child / pupil once he/she reaches the age 16.

### The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education 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 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 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, you can use the [contact form](#) on our [Data Protection](#) page on our [website](#).

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:

Samantha Coates (Data Protection Officer)

University of Brighton Academies Trust

Multi Academy Trust Office, University of Brighton,

Checkland Building A304,

Falmer Campus, Village Way, Brighton, BN1 9PH

Email: [privacy@brightonacademiestrust.org.uk](mailto:privacy@brightonacademiestrust.org.uk)

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