



Privacy Notice – Pupils, Parents and Carers

Related document to P14 – Data protection and GDPR

Policy Owner: Chief Operating Officer (COO)

ISSR Reference: N/A

Reviewed: Michaelmas 2024

Approved: Full governing body Michaelmas 2024

Next Review: Lent 2025

Version Control Information

Reason for Amendment	Role	Date	Main Changes
Annual review	Chief Operating Officer	Michaelmas 2024	Transfer to new template

Privacy notice for pupils, parents / carers

St Dunstan's Education Group is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the UK General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989. Following Brexit, Regulation (EU) 2016/679, the General Data Protection Regulation is retained EU Law and known as UK GDPR.

The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relates to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

Who collects this information

St Dunstan's Education Group ('the Group') is a 'data controller.' This means that we are responsible for deciding how we hold and use personal information about pupils, parents and carers.

The categories of pupil information that we collect, process, hold and share

We may collect, store and use the following categories of personal information about you:

- Personal information such as name, pupil number, date of birth, gender and contact information
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses
- Characteristics, such as ethnicity, language, nationality and country of birth
- Attendance details, such as sessions attended, number of absences and reasons for absence
- Financial details
- Post-16 learning information
- Performance and assessment information
- Behavioural information, including exclusions
- Special educational needs information
- Relevant medical information
- Special categories of personal data, including ethnicity, relevant medical information, special educational needs information
- Images of pupils engaging in school activities, and images captured by the individual schools' CCTV systems
- Information about the use of our IT communication systems, and other monitoring information
- Car details (about those who use our car parking facilities).

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you as to whether you are required to provide certain pupil information to us, or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

How we use your personal information

We hold pupil data and use it for:

- Pupil selection and to confirm the identity of prospective pupils and their parents / carers
- Providing education services and co-curricular activities to pupils, and monitoring pupils' progress and educational needs
- Maintaining relationships with alumni and the individual school communities, including direct marketing or fundraising activity
- Assessing performance and to set targets for the Group and individual schools
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care
- Support teaching and learning
- Giving and receiving information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils
- Managing internal policy and procedure
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements
- To carry out statistical analysis for diversity purposes
- Legal and regulatory purposes, for example, child protection, diversity monitoring and health and safety, and to comply with legal obligations and duties of care
- Enabling relevant authorities to monitor the performance of the Group and the individual schools and to intervene or assist with incidents as appropriate
- Monitoring use of the IT and monitoring systems in accordance with the Group's Information Security Policy
- Making use of photographic images in individual school publications, on the school website and on associated social media channels, in accordance with the individual school's Photo Consent Policy.
- Security purposes, including CCTV, as set out in the individual schools' CCTV policies
- Where otherwise reasonably necessary for the Group and schools' purposes, including to obtain appropriate professional advice and insurance for the Group.

The lawful basis on which we use this information

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- **Consent:** the individual has given clear consent to process their personal data for a specific purpose
- **Contract:** the processing is necessary for a contract with the individual
- **Legal obligation:** the processing is necessary to comply with the law, not including contractual obligations
- **Vital interests:** the processing is necessary to protect someone's life
- **Public task:** the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law
- **The Education Act 1996:** for Department for Education Censuses three times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-Colleges>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

How we use particularly sensitive personal information

Special categories of particularly sensitive personal information, known in UKGDPR as special category data, such as information about your health, racial or ethnic origin, sexual orientation, or biometrics require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent
- Where we need to carry out our legal obligations in line with our data protection policy
- Where it is needed in the public interest, such as for equal opportunities monitoring
- Where it is necessary to protect you or another person from harm.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests, or someone else's interests, and you are not capable of giving your consent, or where you have already made the information public.

Sharing data

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared, unless it is the only way we can make sure you stay safe and healthy, or we are legally required to do so.

We share pupil information with:

- The Department for Education (DfE) - on a statutory basis under Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Independent Schools Inspectorate (ISI)
- Other schools that pupils have attended/will attend
- NHS
- Welfare services (such as social services)
- Law enforcement officials such as police, HMRC
- Local Authority Designated Officer
- Professional advisors such as lawyers and consultants
- Support services (including insurance, IT support, information security)
- The local authority
- Our catering third-party provider
- Our afterschool care third-party provider
- Schools within the Group.

Information will be provided to these agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Why we share this information

We do not share information about our pupils with anyone without consent unless otherwise required by law or to ensure that a child is safeguarded from harm.

Fundraising-related data processing activity

As a charity with a Development Office, we undertake in-house research and from time to time engage specialist agencies such as Prospecting for Gold to gather information about you from publicly available sources, for example, Companies House, the Electoral Register, company websites, social networks such as LinkedIn, political and property registers and news archives.

We may also carry out wealth screening to fast track the research using our trusted third-party partners. You will always have the right to opt out of this processing. We may also carry out research using publicly available information to identify individuals who may have an affinity to our cause but with whom we are not already in touch. This may include people connected to our current major supporters, trustees or other lead volunteers. We also use publicly available sources to carry out due diligence on donors in line with our Gift Acceptance Policy and to meet money laundering regulations.

This research helps us to understand more about you as an individual so we can focus conversations we have with you about fundraising and volunteering in the most effective way and ensure that we provide you with an experience as a donor or potential donor which is appropriate for you. We rely on legitimate interest to conduct this research.

If you would prefer us not to use your data in this way, please email development@stdunstans.org.uk

Storing pupil data

The Group keeps information about pupils on computer systems and sometimes on paper. Except as required by law, the Group only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy.

If you require further information about our retention periods, please contact the Chief Operating Officer.

Automated decision making

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances. Pupils will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

Retention periods

Information about how we retain information can be found in the Data Retention Policy.

Security

We have put in place measures to protect the security of your information, i.e. against it being accidentally lost, used or accessed in an unauthorised way. This is detailed in the Data Protection Policy and Information Security Policy.

The National Pupil Database (NDP)

The NDP is owned and managed by the 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 DfE. 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 school censuses and early years' censuses. 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 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, or providing information, advice or guidance.

The DfE 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
- 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 DfE'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 DfE has provided pupil information to, (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/carers and pupils have the right to request access to information about them that we hold. To make a request for your personal information, please contact the COO in writing.

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 purposes 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.

If you want to exercise any of the above rights, please contact the COO in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information, or to exercise any of your other rights. This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to withdraw consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the COO in writing. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Who to contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the COO in the first instance.

We have appointed a Data Protection Officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the COO, then you can contact the DPO on the details below:

Data Protection Officer: St Dunstan's Education Group
Address: Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE
Email: dataservices@judicium.com

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.