

# Privacy Notice for Pupils and Families

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1.0	23 May 2018	DPO	First Published Version
2.0	18 October 2018	DPO	Revised version to improve readability.
2.1	22 October 2020	DPO	To reflect DfE updates August 2020 and September 2020. Update covers parental consent to prevent the sharing of additional pupil information with local authorities and youth support services.
2.2	23 February 2022	J Coundon	Changed policy name. Updated international transfer section. Added complaints section. Removed separate 'Withdrawal of consent' section as this is already included in data rights.
2.3	20 June 2023	M Greener	Added safeguarding information to The Types of Information That We Process. Added audio/ video recording to How we collect pupil information. Separate section for Family Information. New Advocate role included. International transfer section updated inline with DPO template. 15. Pupil consent included. Address updated for DPO office

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## 1. Privacy Notice (How we use pupil information) – For pupils and their families

Dartmoor Multi Academy Trust collect, hold, use, and share information about our pupils and their families. This is known as “personal data” and you have rights around that data, including knowing how and why we are processing the data. “Processing” data means from collecting, storing, using, sharing and disposing of it.

For the purposes of Data Protection legislation Dartmoor Multi Academy Trust and its schools are a data controller and is registered as such with the Information Commissioner's Office.

## 2. The types of information that we process

- personal information that identifies you, and your contact details. This includes name, date of birth, unique pupil number, photographs, contact details and address
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- assessment and attainment (such as National curriculum assessment results e.g. Key Stage 2 results, exam results and student performance at different data collections, post 16 courses enrolled for and any relevant results)
- medical conditions we need to be aware of, including Special Education Needs and Disabilities (SEND), mental and physical health
- safeguarding information including notifications from the police, court orders and/or social care involvement
- For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.
- Destination data (this is information about what students do after leaving the school, for example, college, university, apprenticeship, employment)
- Post 16 learning information
- Extra-curricular and enrichment participation
- CCTV data
- Safeguarding information including notifications from the police, court orders and/or social care involvement.
- Extra-curricular and enrichment participation

- Photographs of you
- Correspondence and complaints

### 3. Special category data

- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical information (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- Funding (free school meal, pupil premium, ESA, High Needs Funding and Catch up funding)
- Biometrics (thumb print for catering services)- more information about this can be found in our Protection of [Protection of Biometric Information policy](#).

### 4. Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- to support pupil learning including supporting pupils with SEND
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe
- photographic images for identification purposes (safeguarding), and celebration purposes (to record work, classes and school events)
- to meet the statutory duties placed upon us by the department for education
- to comply with the law regarding data sharing
- for site security
- protect public monies against fraud
- to streamline systems
- to monitor use of the trust's it systems in accordance with the trust acceptable use policy
- for payment systems for services such as school meals, school trips or nursery sessions etc.
- to identify free school meal status
- to identify pupil premium eligibility
- for catering management, including the use of biometric data for cashless catering systems where you give us consent to do so
- for school transport and trips
- for identity management systems including photographs

## 5. Family Information

We collect and use information about our pupils' families:

- to fulfil our legal obligations
- for the admissions process
- for communication and reporting purposes
- for safeguarding and welfare purposes
- to keep families informed about events and emergencies
- to process payments
- to gather feedback about our work

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- Article 6(a) - Consent (for any processing which does not fall into the bases detail within this section below)
- Article 6(c) - Compliance and Legal Obligation

as set out in the Education Act 1996 (as amended). 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. **In addition, there are extensive statutory obligations that a school is subject to – further details about these are available from our Data Protection Officer.**

- Article 6(e) - Public Interest

In addition, we rely on GDPR Article 9 and the Data Protection Act 2018 Schedule 1 Part 1 and Part 2 concerning any special category data (personal data that needs more protection because it is sensitive).

The ways we collect and use *sensitive* pupil and family information are lawful based on: your explicit consent; for compliance with certain legal obligations, or for exercising certain legal rights; for protecting a person's vital interests in an emergency; for health and public health reasons; or for carrying out tasks that are in the substantial public interest including for safeguarding purposes.

### Marketing purposes

Where a family member gives us consent, we may send them marketing information by text message or email, such as for promoting school events, campaigns or charities. Consent can be withdrawn at any time by contacting us (see the Contacts section) or by emailing the school directly.

### Automated decision making and profiling

We don't use any of your personal information to make automated decisions about you, or to profile you. If this changes in the future, privacy notices will be updated to explain both the processing and your right to object to it.

## 6. How we collect pupil and family information

We collect pupil information via admission forms completed by parent/carer when a student joins our School, data collection forms, CCTV cameras, information provided by; parent/carer, the previous school/provisions, local authorities, NHS, Police, the Department for Education (DfE), from key documents such as Education and Healthcare Plans and by secure file transfer Common Transfer File (CTF).

We sometimes audio/ video record sessions/lessons/assessments for pupil or staff development and assessment. This will generate personal data including pupil images, names, contributions, and will be protected, processed, and retained in the same way as all personal data, in line with the school's Data Protection Policies and in accordance with our other policies including Acceptable Use, Off Site Working and Bring Your Own Device policies, as well as our Records Retention Deletion Policy – all policies can be viewed [here](#).

Whilst most of the pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. We will let you know, when we ask you for information, whether you are required to provide the information and your rights in relation to this.

## 7. How and where we store pupil and family information

We securely store pupil information on the Trust's IT network and cloud systems (Arbor, CPOMS and Office 365). Secure storage is provided for paper-based records. We hold data securely for the set amount of time shown in our data retention schedule. For more information on our Records Retention Deletion policy and how we keep your data safe, please visit: <https://www.dartmoormat.org.uk/policies-and-documents.html>

## 8. Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Feeder schools
- Our Local Authority, Devon County Council
- Other relevant local authorities
- local multi-agency teams which provide SEND advice, support and guidance, including Educational Psychologists
- providers of independent advice and guidance (such as contracted SEND consultants)
- Our Trustees / Governing Bodies
- Youth support services/careers services (pupils aged 13+)
- Universities
- Employers/training providers where references are requested
- Work experience providers
- The Department for Education (DfE) Inc. Learner Record Services and the National Pupil Database
- Police
- partner organisations where necessary, which may include NHS teams, health visitors, midwives, district councils, housing providers, Police, school nurses, doctors and mental health workers
- External systems used by the Trust to carry out day to day processes and requirements. For example, and not limited to:
  - Our school information management system - Arbor
  - CPOMS – safeguarding and behaviour management system
  - School Comms (Parent Pay trading as School Gateway) – our parent communication and payment systems

- Devon County Council Early Years Portal – to provide free childcare places for eligible 2 and 3-year olds
- Free School Meals Eligibility Team
- Educational Software – in support of teaching and learning
- Assessment software – in support of pupil assessment e.g. Class Charts, Accelerated Reader, Mathematics, Storybird, Speechlink, Diagnostic Questions, SPAG test, My Stickers, Tapestry.
- Evolve – our educational visits management and risk assessment software
- Egress Switch – to provide encrypted secure file transfer within Microsoft Outlook
- Office 365
- Google Workspace/Google Classroom
- Library Software – to enable resources to be shared with students
- OSHENS – H&S Accident Reporting
- Cool Milk – to enable free milk for reception/ nursery pupils
- Parents Evening Booking Systems

## 9. International Transfers

Your personal information may be transferred outside the UK and the European Economic Area ('EEA'), including to the United States. Where information is transferred outside the UK or EEA to a country that is not designated as "adequate" in relation to data protection law, the information is adequately protected by the use of International Data Transfer Agreements and security measures, and other appropriate safeguards. For more information on international transfers please contact us at the details below.

## 10. Freedom of Information Act and Environmental Information Regulations 2004

As a public body, our school is subject to requests made under the above legislation. However, we will never disclose personal data in our responses to these requests where to do so would contravene the principles of data protection.

## 11. Why we regularly 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.

## 12. Youth support services & Careers advisors

### Pupils aged 13+

Once our pupils reach the age of 13, we pass information about the pupil to our local authority so they can carry out their legal 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

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A parent or guardian can object to any information in addition to their child's name, address and date of birth being 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 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

A child / pupil once they reach the age of 16 can object to only their name, address and date of birth is passed to their local authority by informing us.

## 13. Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

## 14. Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the Schools Admission Code, including conducting Fair Access Panels.

## 15. Requesting access to your personal data, and other rights

Under data protection law, pupils have the right to request access to information about them that we hold, and in some cases, parents can make the request on the pupil's behalf, **although this will be subject to the pupil's consent if they are deemed to be competent to understand the request and any implications.**

You also have the right to:

- be informed about the collection and use of your personal data.
- rectification, i.e., to have inaccurate personal data rectified, or completed if it is incomplete
- erasure, often known as the 'right to be forgotten'; however this does not apply where, amongst other things, processing is necessary to comply with a legal obligation.
- restrict processing, although, as above this is a limited right.
- object; though other than for marketing purposes, this is also limited as above.

- Where we rely on your consent to process your data, you have the right to revoke that consent.
- You also have rights in relation to automated decision making and profiling, though these are not currently relevant
- Finally, the right to seek redress, either through the ICO, or through the courts

If you would like to request access to your data, or use any of the other rights listed above, please contact the school office in the first instance.

## 16. How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## 17. 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>

## 18. The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## 19. Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>



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Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

## 20. Learner Records Service

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

## 21. How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

## 22. Complaints

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

Please contact the School Office, Headteacher or School Data Protection Officer:

<b>Data Protection Officer:</b>	Education Data Hub
<b>DPO Email:</b>	<a href="mailto:dpo@dmatschools.org.uk">dpo@dmatschools.org.uk</a>
<b>DPO Phone:</b>	01629 532888
<b>DPO Address:</b>	County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

# Privacy Notice for Pupils and Families

## For DfE:

Public Communications Unit,  
Department for Education,  
Sanctuary Buildings,  
Great Smith Street,  
London, SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)  
<https://www.gov.uk/contact-dfe>

Telephone: 0370 000 2288

If, however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number ZA362232 and stating that the Data Controller is Dartmoor Multi Academy Trust

Information Commissioners' Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Website: <https://ico.org.uk/concerns/>