

The Griffin Schools Trust is a family of schools, working together to foster proud traditions, widen horizons and promote high achievement.

Our schools share a conviction that great schools are built on rich extra-curricular programmes and high quality pastoral care as well as an inspiring curriculum.

## **Privacy Notice (how we use pupil information)**

### **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 sessions attended, number of absences and absence reasons)
- assessment information (such as information on pupil progress and attainment, as well as prior attainment)
- relevant medical information (such as allergies, asthma information etc)
- SEND information
- behavioural information

### **Why we collect and use this information**

We use the pupil data:

- to support pupil learning
- to track and report on pupil progress
- to provide appropriate pastoral care
- to review the quality of our services
- to comply with the law regarding data sharing
- to keep children safe and well within our care

### **The lawful basis on which we use this information**

We collect and use pupil information under Section 537A of the Education Act 1996. Putting the school census on a statutory basis:

- means that schools do not need to obtain parental or pupil consent to the provision of information
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils
- helps to ensure that returns are completed by schools

The Data Protection Act 2018 established certain safeguards regarding the use of personal data by organisations, including the department, local authorities and schools. The Act gives rights to those (known as data subjects) about whom data is held, such as pupils, parents and teachers.

This includes:

- the right to know the types of data being held
- why it is being held
- to whom it may be communicated

## 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.

## Storing pupil data

We hold pupil data for the length of time that the child is on roll with us. Child Protection Data will be stored on file until the child's 25<sup>th</sup> birthday.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- the local authority
- the Department for Education (DfE)
- school nurse service
- the Griffin Schools Trust
- Children's Services
- Exam Boards and Professional bodies

## 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 of 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.

## Data collection requirements:

To find out more about the data collection requirement 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>.

## 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 pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is 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 and 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/guidance/data-protection-how-we-collect-and-share-research-data>

For more information about which organisations the Department has provided pupil information, (and for project), please visit: <https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact the 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.

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

If you have a concern about the way we are collecting or using your personal data, we request that 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 the school.

Please note the Trust's Data Protection Officer is Anne Powell (CEO) and in each of our schools it is the Head.