

## Privacy Notice – Pupils, Parents and Guardians

### Background

Somerset Road Education Trust (SRET) is committed to ensuring your personal data is protected. This privacy notice describes how SRET, Exeter House School, St Mark's C of E Junior School and Wyndham Park Infants School, the data controllers, collects, uses and protects information relating to our pupils, parents and guardians.

### How we collect your information

We receive personal information from previous schools, the Local Authority (LA), Department for Education (DfE), and other public bodies. We also receive personal information directly from parents/guardians via telephone, post and email.

### The type of information we hold

This information will include name, address, contact telephone numbers, email address, academic and relevant school information relating to individual pupils, unique pupil number, nationality, country of birth, free school meal eligibility and pupil personal sensitive information such as ethnic group, special educational needs and medical information.

### How do we use your information

We process personal data relating pupils attending our schools for the following legitimate business interest:

- To support pupil learning.
- To monitor and report on pupil progress.
- To provide appropriate pastoral and medical care.
- To assess the quality of our services.
- To comply with legislation

### Who we will share your information with

We routinely share pupil information with:

- Schools that pupils attend after leaving us.
- Our local authority.
- Specific local authorities who are responsible for looked after children (LAC)
- The Virtual Head.
- The Department for Education (DfE).

We will also share pupil information, where required, with:

- Riding For The Disabled (RDA)
- Therapists
- School Nurses
- Social Workers
- Sports Coaching Staff
- Peripatetic Staff

We will not share personal information with any other third party without your consent unless there is a legal or regulatory requirement to do so.

Some personal information is stored by our IT suppliers who host our websites and applications. Our suppliers are bound by EU privacy law and the terms of the contracts include the enhanced General Data Protection Regulation terms and clauses.

#### **Why we share pupil information with DfE**

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.

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.

#### **Pupils aged 14+ qualifications**

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications

#### **Pupils aged 16+**

We will also share certain information about pupils aged 16+ with 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:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

#### **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>

### **Storing your information**

Your personal information will be stored on systems owned or operated by SRET or those of our specific suppliers and will only be stored inside the European Economic Area (EEA), or a country approved by the EU.

### **Retention**

We will retain your personal information in accordance with legal and regulatory requirements. We hold pupil data as detailed in our Retention Policy.

### **How can you access your information**

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, please email the Data Protection Officer at [DPO@exeterhouse.wilts.sch.uk](mailto:DPO@exeterhouse.wilts.sch.uk).

## Your Rights

You have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- have inaccurate personal data rectified;
- request your information to be deleted or destroyed and if we can we will but sometimes we must maintain some records for legal reasons.

If you are not happy how we are using your information or how we have responded to your request, you have the right to complain to the Information Commissioner's Office at [www.ico.org.co.uk](http://www.ico.org.co.uk).

## Use of cookies

We may use cookies and similar technologies on our website. Cookies are small text files that may be stored on your computer or mobile device when you visit our website. Cookies do many different things, such as letting you navigate between web pages efficiently and remembering your preferences.

## How do we tell you about future changes to this Privacy Notice

Any changes we make to our privacy notice will be put on our website. Please check for updates from time to time so you are always fully aware of what information is collected and how it is used.

## How to contact us

If you have any questions or concerns about our use of your personal information please email the Data Protection Officer at [DPO@exeterhouse.wilts.sch.uk](mailto:DPO@exeterhouse.wilts.sch.uk).