PORTSMOUTH AND WINCHESTER
DIOCESAN ACADEMIES TRUST

Privacy Notice (How we use pupil information)

Who we are

St Columba C. of E. Primary Academy is a member of the Portsmouth & Winchester Diocesan Academies Trust (“Trust”). The Trust is registered as a data controller with the Information Commissioner’s Office (Registration Number: ZA080425) for the purposes of all current and relevant Data Protection Laws. Miss Amanda Johnston is the Data Protection Officer for the Trust. She may be contacted on 02392 899682 or amanda.johnston@portsmouth.anglican.org. Further information may also be obtained by visiting the Trust’s website www.pwdat.org

The type of information we collect, receive and hold

We collect and may receive the following information about pupils from their previous pre-school/school/academy/setting, the Local Authority, our own Trust, other Single or Multi-Academy Trusts, other Local Authorities and/or the Department of Education (DfE) or Education Funding and Skills Agency.

- 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/behavioural/exclusion information (such as sessions attended, number of absences and absence reasons)
- Assessments
- Relevant medical information
- Any special education needs
- Information relating to safeguarding/child protection
- CCTV images
- Photographs (if consent is obtained)

Why we collect and use this information

We use the pupil data:

- to safeguard pupils
- to support pupil learning
- 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
- for statistical forecasting and planning
• to maintain the health of the pupils under our care
• to contribute to the reduction of inequalities

Why we hold your/your child’s personal data and what gives us the right to do so

As a Multi-Academy Trust, Portsmouth and Winchester Diocesan Academies Trust processes the personal data of its employees, pupils, parents, trustees, suppliers, local governors and visitors so that it may manage educational establishments in accordance with the law.

The Trust and academy processes the personal information of its pupils and their parents, to record their progress for statistical purposes and so that at least an annual written report may be provided as required by law. For a child’s protection, medical conditions and any other risk of harm will be documented. To meet with regulations, the Trust and academy may note behavioural standards and to record further information in the event of an accident or incident.

Annually, the academy will write to each child/parent to gain permission to obtain and/or publish images when it is appropriate e.g. sports event. If the Trust does not receive a reply, it will consider no agreement has been given. You may also withdraw this consent at any point.

Please see the processing conditions (including the key laws that apply) that provides the Trust with the right to manage personal data*

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 all current and relevant Data Protection Laws 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 are required to hold some pupil data securely until the individuals are 25 years old. Further details are available from our website http://www.pwdat.org/policies-alphabetical-order/ or by contacting our Data Protection Officer. Both details are found at the beginning of this notice.

Who we share pupil information with

The Trust and academy have local arrangements in place where information is exchanged with medical professionals, extended school, pre-school and secondary education providers, Early Years teams, PTA, Early Help/MASH Team, educational psychologists, speech therapists and Children’s Services.
We also routinely share pupil information with:

- schools that the pupils attend after leaving us
- our Local Authorities
- The Department for Education (DfE) and Education & Skills Funding Agency (ESFA)
- examinig bodies
- providers of education services and products – we have sought appropriate assurance where data is stored offsite by the providers including where data is transferred outside of the European Economic Authority (EEA)
- our regulator
- health and polcie authorities (where it is necessary to do so)

**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.

**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](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 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.

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](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](https://www.gov.uk/government/publications/national-pupil-database-requests-received)

To contact DfE: [https://www.gov.uk/contact-dfe](https://www.gov.uk/contact-dfe)

**Requesting access to personal data (Subject Access Request)**

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, please contact our academy office using the details provided in the admission pack. Please note that child protection information will not be released unless cleared by Children’s Services and/or the relevant County Council or Trust Legal Departments to do so.

You also have the right to:

- object to decisions being taken by automated means
- in certain circumstances, have personal data rectified, erased, moved, or you may object to or have processing of personal data restricted
- claim compensation for damages caused by a breach of the Data Protection regulations
Complaints

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the academy Principal in the first instance. If you remain unsatisfied with the situation, you may contact the Trust’s Data Protection Officer. Their details are shown at the top of this notice. Alternatively, you can contact the Information Commissioner’s Office:

Report a concern online at: [https://ico.org.uk/concerns/](https://ico.org.uk/concerns/)

Call: 0303 123 1113

Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Legal processing conditions

**Consent:** the individual has given clear consent for you to process their personal data for a specific purpose. - Children’s photographic images (does not apply for CCTV or bodycam images)

**Legal obligation:** the processing is necessary for you to comply with the law:

- Education (Independent School Standards) Regulations 2014 32(1)(f) - “an annual written report of each registered pupil’s progress and attainment....”
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) 12(1) – “The responsible person must keep a record of any (a) reportable incident....”
- The Education (Independent School Standards) Regulations 2014 9(c ) – “a record is kept of the sanctions imposed upon pupils for serious misbehaviour”
- (Departmental Censuses) are the Education Act 1996 – this information can be found in the census guide documents on the following website [https://www.gov.uk/education/data-collection-and-censuses-for-schools](https://www.gov.uk/education/data-collection-and-censuses-for-schools)

**Vital interests:** the processing is necessary to protect someone’s life - Safeguarding of children.

**Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

**Special Category Data – race, ethnic origin, religion, genetics, biometrics, health or sexual orientation**

Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.

Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards.

Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with legislation, based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.