



Privacy Notice for Parents

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation - Such as our requirements under the Education Act 1996, Keeping Children Safe In Education 2022 regulations
- We need it to perform an official task in the public interest - such as delivering teaching and learning

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way - such as how we use pupil images in external publications
- We need to protect the individual's vital interests (or someone else's interests) – in the case of medical emergencies

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

We collect pupil and parent information via our admissions processes. This may be through the information you provide to your Local Authority or, sent to us direct from previous schools in the form of paper records and common transfer files (CTF).

We also request you supply and review your information through regular data collection exercises. This allows us to maintain the accuracy of the information we hold about you.

Pupil data is essential for the schools' operational use.

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending any academy within our Multi-Academy Trust. We may also keep it beyond their attendance in EBN Academy Trust, if this is necessary, in order to comply with our legal obligations.

Data sharing

We do not share information about pupils with any third party without consent unless we are required to do so by law, we have a contract with a service provider that ensures your data protection rights, or where you have given us explicit consent to do so

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Pupils' destinations upon leaving the academy
- The LA
- The NHS Trusts and their agencies (including school nurses)
- The DfE
- Ofsted
- EBN Academy Multi-Academy Trust
- Providers of services we use to deliver teaching and learning or pastoral support
- Suppliers of software that supports our curriculum and remote learning strategy

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early year's census

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to name of local authority or youth support services provider in your area, as it has legal responsibilities regarding the education or training of 13-19 year-olds under section 507B of the Education Act 1996.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to [name of local authority or youth support services provider].

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

Data is securely transferred to the youth support service via secure transfer and is stored in a central database.

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

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.

Transferring data internationally

We don't routinely transfer personal data to a country or territory outside the UK. If this is necessary, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

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, contact DPO@ebnfs.org

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing

- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer at: DPO@ebnfs.org

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in February 2023

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Point of Contact:

Name: Mrs Laura Donohoe
Email: ldonohoe@ebnfs.org

Or contact our **Data Protection Officer** (provided by Services 4 Schools) via email at: DPO@ebnfs.org