



Privacy Notice for Pupils

Who processes your information?

EBN Academy Trust is the data controller of the personal information you provide to us. This means EBN Academy Trust determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mrs Laura Donohoe acts as the EBN Academy Trust's representative with regard to its data controller responsibilities; they can be contacted on ldonohoe@ebnfs.org

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires EBN Academy Trust to share your data. Where the EBN Academy Trust outsources data to a third party processor, the same data protection standards that the EBN Academy Trust upholds are imposed on the processor.

James Plant (Services4Schools) is the data protection officer. Their role is to oversee and monitor the academy's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on dpo@ebnfs.org

Why do we collect and use your information?

EBN Academy Trust holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- The Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Education Act 2011
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Keeping Children Safe in Education 2022 regulations

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

Which data is collected?

The categories of pupil information that EBN Academy Trust collects, holds and shares include the following:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Images (such as photographs and CCTV images)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as GP information, child health, dental health, allergies, medication and dietary requirements)
- Attendance Information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as statutory Key Stage and teacher assessments)
- Behavioural information (such as incidents, interventions, exclusions and any relevant alternative provision put in place)

Whilst the majority of the personal data you provide to EBN Academy Trust is mandatory, some is provided on a voluntary basis. When collecting data, EBN Academy Trust will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, EBN Academy Trust will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils within EBN Academy Trust and their families, is stored in line with EBN Academy Trust's Data Protection Policy and Data Retention policies.

In accordance with the GDPR, EBN Academy Trust does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

We routinely share this information with:

- Pupils' destinations upon leaving the school
- The Local Authority (Birmingham City Council) and its agencies (Social Services, Admissions & Appeals, SEND Team, LAC Team)
- Other Local Authorities (where required)
- Birmingham Children's Trust (where children and families receive Early Help support)
- The NHS and other health professionals (School Nurses)
- The Department for Education
- Other Government agencies (Ofsted)
- The providers of our management information systems (Bromcom)
- The systems we use to deliver remote and online learning (Microsoft Teams)
- The software we use to communicate with you (Bromcom)
- Our Safeguarding system (CPOMS)
- The system we use for managing visitors to school (Inventry)
- The providers of our CCTV systems (ADT)
- Our virtual learning environments and learning platforms
- The systems we use for recording progress in learning
- The online software we use to help deliver the curriculum
- The software we use to provide cashless payments
- The online software we use to help us manage visit and health & safety (Worknest)
- The providers of therapy and support services (e.g. Speech and language therapists, hearing and visual impairment support)
- Visit/trip providers
- Professional advisors and consultants
- Contract catering services (for the management of school meals)
- Contracted IT support services (CSE)

The 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 children in need and children looked after with the Department for Education (DfE) for the purpose of those data collections, under:

We share children in need and children looked after data with the Department on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 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](#).

How Government uses your data

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

- develop national policies
- manage local authority performance
- administer and allocate funding
- identify and encourage good practice

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>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're 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>

Requesting access to your personal data

Under data protection legislation, parents, carers and children have the right to request access to information about them that we hold. To make a request for your personal information contact DPO@ebnfs.org

Depending on the lawful basis above, you may 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 purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

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.

The right to lodge a complaint

If you are unhappy with our use of your personal data, please let us know by contacting 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