RUSKIN
A PRIORY ACADEMY

PRIVACY NOTICE - PUPILS

We **The Priory Federation of Academies Trust** are a data controller for the purposes of the UK GDPR and the Data Protection Act 2018. We collect information from you and your parents/carers and may receive information about you from your previous school and the Learning Records Service.

What is Personal Data:

'Personal data' means any information which identifies you as an individual. It may include your name but it may also be other information such as your date of birth, nationality and gender which when combined identify you. This information may be collected in a variety of ways, including electronically, in paper form, by telephone or in person.

Data Protection Obligations

As a controller of your data, we are legally responsible for the personal data we collect and hold about you. One of our responsibilities is to tell you about the different ways in which we use your personal data – what information we collect, our legal basis for doing so, why we collect it, where we collect it from and whether and with whom we will share it. We also need to tell you about your rights in relation to your personal data.

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary and for the purposes we have told you about.
6. Kept securely.

We hold this personal data and use it to:

We use personal data to manage your relationship with us as a student. Data protections laws require us to meet certain conditions before we are allowed to use your personal data, including having a "legal basis" for the processing.

Purpose	Legal basis
For enrolment purposes We will use your personal information to: - Facilitate admission, registration and administration of education - Maintain the Trust's computerised student record system	**Perform a task in the public interest** The Trust will be processing personal data in its capacity as a public authority in connection with its main purpose of providing education
To deliver and administer your education We will use your personal information to: - Support your teaching and learning - Monitor and report on your progress - Communicate with you about your education - Deal with your exams and accreditations - Facilitate academic assessment and progression - Assess how well your school is doing	**Perform a task in the public interest** The Trust will be processing personal data in its capacity as a public authority in connection with its main purpose of providing education
Manage your student experience We will use your personal data to: - Provide appropriate pastoral care and guidance - Manage your use of facilities and participation at events - Supporting your health, safety and welfare requirements - Tell you about the opportunities and support available to you - Arrange funding for the placements of Students/Children through sharing information with the Local Authority (LA)	**Perform a task in the public interest** The Trust will be processing personal data in its capacity as a public authority in connection with its main purpose of providing education **Vital Interests** The Trust may process your personal data and transferred to the emergency services where this is required to protect your vital interest **Consent** Where we cannot rely on public interest legal bases, we will generally seek to obtain your consent to the processing of your personal data **Safeguarding of children and individuals at risk** There may be situations where we are unable to obtain consent to disclose personal data to third parties, but the Trust deems it necessary to safeguard children or individuals at risk

Purpose	Legal basis
Internal and statutory reporting and other legal obligations, including compliance with health and safety law and monitoring equality of opportunity and treatment We will use your personal information to: - Comply with our legal obligations - Produce statistics and research for internal and statutory reporting purposes - Monitor our compliance with our responsibilities under equalities legislation	**Compliance with our legal obligation** Much of the processing of your personal data in this context will be in order to comply with our legal obligations **Performance of a task in the public interest** The Trust will be processing personal data in its capacity as a public authority in connection with its main purpose of providing education
Marketing / publicity material We may take photographs or videos at any event or while you are participating in student life which may include images of you. These images will generally be used as part of the Trust's marketing / publicity materials and may be shared on the Trust's website.	**Legitimate interest** We will generally rely on our legitimate interest in promoting the Trust, its activities and its overall aims and objectives **Consent** Where we cannot rely on legitimate interest legal bases, we will generally seek to obtain your consent to the processing of your personal data

Data Protection Impact Assessments (DPIA) are used by The Priory Federation of Academies Trust to help determine what data is needed in order to prevent any unnecessary collection of information.

We will also need to use your personal information in circumstances when the law allows us to do so, this includes where we need to comply with a legal obligation; where it is necessary for our legitimate interests (or those of a third party); where we need to protect your interests (or someone else's interests) and where it is in the public interest.

Consent

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In line with UK laws on data protection we will seek consent from you and your parents/carers for any data collection where you have a choice. When we seek consent it will be made clear to you what data is being collected and its purpose. The Priory Federation of Academies Trust will always ask you to positively opt-in when giving consent, so your agreement is never assumed. If given, consent may be withdrawn at any time.

We will not give information about you to anyone outside the Trust without your consent unless the law and our rules allow us to.

The categories of student information that we collect, hold and share include:

- Personal information (such as name, date of birth (age), contact details, next of kin data).
- Photographs, CCTV footage and information from electronic means, such as a swipe card
- Personal characteristics (such as ethnicity, language, nationality and free school meal eligibility.

- Attendance information.
- Assessment information (such as internal and external tests, student progress information and examination results, literacy / numeracy proficiency, marks).
- Medical information (information relating to your health such as allergies to food and medication a student might require).
- Special Education Needs and Disabilities information (such as specific learning difficulties).
- Behavioural information (such as rewards, achievements and exclusions).
- Child Protection information (such as safeguarding records).
- Post 16 information (such as destinations data, career aspirations, courses and grants).

We process the categories of personal data described above in order to carry out our public functions and duties as an academy trust, including the provision of education, safeguarding, pastoral support, special educational provision, attendance monitoring, behaviour management, and other activities necessary to educate and support pupils. We also process personal data to comply with our legal and regulatory obligations. In limited circumstances, we may process personal data where it is necessary for our legitimate interests, provided those interests are not overridden by the rights and freedoms of the individual concerned.

Special category personal data

Some of the personal data listed above is classed as being within 'special categories of personal data' under current data protection laws, for example information relating to your ethnicity or any disability. Access to, and the sharing of, this information is controlled very carefully. You will be given more details about our use of any special category personal data when we collect it from you.

Information from third parties

We work closely with third parties (including, for example, funding and sponsorship partners, educational institutions, examination boards, overseas agents, UCAS and clearing houses, business partners and compliance services and may receive information about you from them (including, in certain cases, special category personal data). In particular, we may receive any of the following information from third parties: examination or test results and other information in connection with your activities as a student.

If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

Who we share your data with

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the Local Authority.

The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the UK GDPR and the Data Protection Act.

Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

The Trust may share information about you with other organisations that help keep children safe and support their wellbeing. This could include local authorities, health services, social care services or the police. We will only share information when it is necessary and appropriate to help safeguard children or support their welfare, and we will always try to protect your privacy and personal information.

For more information on how this sharing process works, please visit: https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: https://www.gov.uk/government/publications/national-pupil-database-requests-received

In the event that any personal information collected about you is transferred to any country outside the UK, appropriate measures will be taken to ensure that your information is treated by those third parties in a way that is consistent with and which respects UK laws on data protection, including a contractual agreement with any relevant companies.

For educational and pastoral purposes your data may also be shared with:

4Matrix
Active Learn
Bedrock Learning
Carousel Learning Ltd
C H Smith Engravers
Compass+
Doublestruck Ltd
e4education
eduFocus
Fraser Portraits Ltd
GL Assessment
Grofar Ltd
Kerboodle
Lesar
LiNCHigher
Lincoln College
Lincolnshire County Council
Lincolnshire Police
MathsPad
Microsoft
NHS Immunisation Team
ParentPay
Raspberry Pi Foundation
Satchel
Seneca
Shredmaster
Sparx Limited
SIMS (ParentPay)
Teaching Personnel
Tes Global Limited
The Duke of Edinburgh's Award (DofE and eDofE)
Tute Education Ltd
Unifrog
University of Lincoln

Westminster (CCF)
Wonde Ltd

Section 72 of the Education and Skills Act 2008 requires us to pass on certain information to Lincolnshire County Council who have responsibilities in relation to the education or training tracking. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

This data is used by Lincolnshire County Council to maintain a record of young people in Lincolnshire. This is used to keep track of young people to ensure they are offered appropriate support to remain in education, employment or training once they have left statutory education. Lincolnshire County Council also has a statutory duty to routinely report this data to the DfE.

The LA and school will then share your situation on leaving Statutory Education. This will be either in Education Employment or Training (EET) by type, Not in Education Employment or Training (NEET) by type or Unknown – the school may then share data back with the LA to confirm situations. This data will be shared to ensure that the school fulfil their responsibility to know the Destinations of all the young people who leave their education Post 16 and allow the Local Authority to fulfil their statutory duty to know the whereabouts of young people up to the end of the school year in which they turn 18.

The information we must pass on about you is your name, address, date of birth and destination. We may also be asked to pass on additional information about you – for example, your ethnicity - however you (if you are aged 16 or over) or your parents/carers (if you are aged under 16) can refuse for this additional data to be passed on. Please inform DPO@prioryacademies.co.uk if this is what you or your parents/carers wish.

You can read a copy of the Education and Skills Act 2008 at www.legislation.gov.uk

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm

Your rights

Under certain circumstances, you have the following rights:

- A right to access personal data held by us about you
- A right to require us to rectify any inaccurate personal data held by us about you
- A right to require us to erase personal data held by us about you. This right will only apply where, for example, we no longer need to use the personal data to achieve the purpose we collected it for; or where you withdraw your consent if we are using your personal data based on your consent; or where you object to the way we process your data
- A right to restrict our processing of personal data held by us about you. This right will only apply where, for example, you dispute the accuracy of the personal data held by us; or where you would have the right to require us to erase the personal data but would prefer that our processing is restricted instead; or where we no longer need to use the personal data to achieve the purpose we collected it for, but we require the data for the purposes of dealing with legal claims
- A right to receive personal data which you have provided to us in a structured, commonly used and machine readable format. You also have the right to require us to transfer this personal data to another organisation.
- A right to object to our processing of personal data held by us about you
- A right to withdraw your consent where we are relying on it to use your personal data. Note that a withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal

- A right to ask us not to use information about you in a way that allows computers to make decisions about you and ask us to stop

In certain circumstances, we may need to restrict your rights in order to safeguard the public interest (e.g. the prevention or detection of crime) and our interests (e.g. the maintenance of legal privilege).

Storing your data (Data Retention)

Student data is held in line with The Priory Federation of Academies Trust's Records Management Policy.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including any purposes of satisfying any legal, accounting or reporting requirements. Details of our retention periods can be found in our Records Management Policy.

After you leave the Trust, certain parts of your data may be retained as a permanent archival record for research purposes and to confirm your award and period of study.

How we keep your data safe

Access to information is strictly controlled based on the role of the professional. All staff are required to undertake data protection training and comply with Trust security procedures.

Information about individuals is stored in secure databases which are encrypted. Data is not stored on individual devices but is stored on the central network.

Automated decision making

We do not envisage that any decisions taken about you will be done using automated means, however we will notify you in writing if this position changes.

Filtering and monitoring of IT systems

The Trust uses filtering and monitoring to help keep pupils safe, protect its systems, and ensure that IT equipment is used appropriately.

Filtering systems are used to control what can be accessed on the Trust's network. These systems:

- block access to inappropriate, harmful or illegal websites and content; and
- help create a safe online environment for pupils and staff.

The Trust also monitors the use of its IT systems to support safeguarding and maintain security.

Systems are in place to protect the Trust's technical infrastructure (such as servers, firewalls, networks and devices) from accidental or malicious threats. These are regularly tested, and all devices are protected by up to date anti-virus software.

User activity is monitored in the following ways:

- authorised staff are alerted where users are blocked by the filtering system;
- staff supervise pupils using devices during lessons, clubs and other activities;
- IT staff review system activity where needed; and
- records of internet use are kept to support investigations if required.

Monitoring is carried out in a proportionate way, and information is only reviewed where there is a valid reason, such as safeguarding concerns, security issues or suspected misuse. The Trust uses filtering and monitoring in order to protect pupils from harm, keep systems and data secure and ensure Trust IT systems are used properly. Access to information relating to filtering and monitoring is limited to authorised staff, and is handled in line with Trust policies and data protection law. Further details on our approach to Monitoring and Filtering can be found in ICT3 Online Safety (Pupils) Policy, ICT 4 Online Safety (Staff) Policy and HR5 ICT Acceptable Use Policy.

Keeping information up to date

It is important that the personal information held about you is accurate and current. Please help us to do this by letting us know if your personal information changes.

Data Protection Officer

We have appointed a Data Protection Officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO. The DPO can be contacted at **DPO@prioryacademies.co.uk**.

Contact

If you want to see a copy of the information about you that we hold and/or share or wish to discuss anything in this privacy notice, please contact **DPO@prioryacademies.co.uk**.

If you have concerns about how the Trust processes personal data, you should in the first instance contact the Trust's Data Protection Officer. The Trust will then acknowledge your complaint within 30 working days, investigate impartially and fairly and provide a response without undue delay. Should you remain dissatisfied you also have the right to raise a concern with the Information Commission at https://ico.org.uk/concerns/

If you need more information about how our local authority and/or DfE collect and use your information, please visit our local authority at https://www.lincolnshire.gov.uk/local-democracy/information-and-data/ or the DfE website at https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

If you are unable to access these websites, we can send you a copy of this information. Please contact the LA or DfE as follows:

Local Authority (LA)
Email: democraticservices@lincolnshire.gov.uk

Department for Education (DfE)
Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: http://www.education.gov.uk/help/contactus
Telephone: 0370 000 2288

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that is held about you. In some circumstances, your parents/carers can make a request to access your information – this is outlined in the Trust's Data Protection Policy. To make a request for your personal information, or to be given access to your educational records, please contact **SAR@prioryacademies.co.uk**.

If any of the data we hold on you is incorrect you can also request that data to be rectified. However, we are unable in most circumstances to erase any data we hold on you.

CCTV

We have installed CCTV in our setting. The purpose of CCTV cameras will be to monitor activities within the setting and its grounds in order to identify criminal activity actually occurring, anticipated, or perceived and secure the safety and wellbeing of all Trust users and visitors.
In all locations signs are displayed notifying you that CCTV is in operation and providing details of who to contact for further information.

We will only disclose CCTV images to others who intend to use the images for the purposes stated above. CCTV will not be released to the media for entertainment purposes or placed on the internet.