



## **Privacy Notice** (How we use pupil information)

### **General Data Protection Regulation (GDPR)**

The GDPR becomes enforceable on 25<sup>th</sup> May 2018. The GDPR replaces the 1995 Data Protection Directive.

### **Data Controller**

Sola Fide C of E Multi Academy Trust (The MAT) is registered as a Data Controller with the Information Commissioner's Office (ICO). The ICO registration number is: ZA431888.

The MAT has responsibility for ensuring that your personal data is accurate, processed lawfully, secure and retained only for as long as required.

The Data Protection Officer (DPO) for The MAT is Karen Greenhalgh.

### **A legal basis for processing personal data**

**The MAT processes personal data to ensure compliance with its statutory purpose and legal obligations.** Processing data includes any operation performed on personal data e.g. collecting, organising, structuring, retrieving and interrogating.

In addition personal data can also be processed if one or more of the following applies:

- There is specific consent
- It is necessary for the performance of tasks within the Public Interest
- In order to protect the vital interests of an individual
- It is necessary for the performance of a contract to which the individual is party
- For legitimate interests or the legitimate interest of the third party unless the individual data overrides these legitimate interests

### **Pupil data that is collected, held and shared may include:**

- Personal Information (name, date of birth, Unique Pupil Number, address, parent/carer contact details)
- Contextual Information (language spoken, religion, disability, Free School Meal eligibility, Pupil Premium eligibility)
- Attendance including absence and reasons for absence, details of exclusion
- Assessment results
- Additional Needs including medical, behavioural, disabilities
- Subsequent schools

## **What we may use the data for**

- To support learning
- To support pupils' welfare
- To monitor and report on progress
- To assess the quality of our provision
- To protect vulnerable individuals
- To address complaints

## **Who might we share the data with**

- Oldham Local Authority
- Department for Education
- Subsequent schools
- NHS
- Third Party Organisations allowed by law
- External Agencies i.e. Social Services
- Agencies that provide services on our behalf
- Agencies with whom we have a duty to cooperate

We do not share pupil data unless the law and our policies allow. We are required by law to share pupil information with our Local Authority (LA) and the Department for Education under regulation 5 of The Education (Information about Individual Pupils)(England) Regulations 2013.

We are also required by law to pass certain information about our pupils to Oldham Primary Care Trust.

In order to comply with our statutory safeguarding duties and our obligations in respect of the prevention and detection of crime, we may also share data with other statutory agencies.

## **Retention**

Pupils' personal data will be retained by The MAT only for as long as is necessary.

## **Rights**

You have the right:

- To be informed of data processing (covered by this Privacy Notice)
- To access data
- To request changes where errors exist
- To have information erased
- To restrict processing so that information is not used in any other way than for that which it was originally intended
- Of data portability (rarely operated in schools)
- Not to be subject to automatic decision making (this is rarely operated in schools)
- To withdraw consent
- To file complaints about how the data has been gathered and used by The MAT

## **Photographic consent**

We regularly take photographs of children in school and use them for a variety of purposes: in the prospectus, on the website, for training purposes in school etc. The MAT will not use the personal contact details or full names of any pupils with a photographic image on websites or in a publication.

Photographs of children will only be taken and used where signed permission has been received from parents/carers. Parents/carers have the right to withdraw this consent.

Parents/carers taking photographs, which include other people's children, at school productions and events, must only use these images for personal use and must not display or reproduce them on social media sites.

## **Requesting access to personal data**

To make a request for your child's personal information, or be given access to your child's educational record please contact the DPO in writing.

## **Withdrawal of consent**

The MAT processes personal data on the lawful basis that it is necessary in order to comply with our legal obligations and to enable it to perform tasks executed in the public interest.

Where The MAT processes personal data solely on the basis of your consent to the processing, you do have the right to withdraw that consent.

## **Concerns**

If you would like to discuss any concerns regarding this privacy notice please contact the DPO.