



DUDLEY ACADEMIES TRUST

Privacy Notice – Parents and Learners

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Our mission: Working together we will develop inspirational schools which instil ambition and desire in young learners, open their minds, widen their horizons and equip them to succeed in a challenging world.

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Introduction

Dudley Academies Trust is the data controller for the purposes of Data Protection Law.

Under data protection law, individuals have a right to be informed about how schools use any personal data that they hold. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about Learners.

This information is provided in accordance with the rights of individuals under the General Data Protection Regulation (GDPR); it allows individuals to understand how their data is used. Academy Trust staff, volunteers, parents and students are all encouraged to read this document, to understand both the school's obligation to its community and their individual rights in terms of their data.

Why Do We Collect and Use Learner Information

We collect and use learner information under the following acts of parliament and associated legislation:

- [Article 6 and Article 9 of the GDPR](#)
- [Education Act 1996](#) (The Education Act, amendments and accompany regulations, for example, Section 537A of the 1996 Act enables the education setting to collect information to perform the Department of Education's termly census).
- [Regulation 5 of The Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)

We collect and use learner information, for the following purposes:

- to support learning
- to monitor and report on learner attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to comply with the law regarding data sharing

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

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, gender, religion, date of birth, free school meal eligibility)
- Special educational needs (including the needs and ranking)
- Safeguarding information (such as court orders and professional involvement)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)

- Attendance information (such as sessions attended, number of absences and absence reasons, any previous schools attended)
- Assessment and attainment information (such as EYFS, Key Stage or internal academic assessment information, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Biometric data
- Next of Kin information
- Emergency contact information
- Admissions information
- Photographs
- CCTV images captured in/on school grounds
- Transport to school information

For a further example of the information typically held by schools, please see the Department for Education (DfE) Common Basic Data set here;

<https://www.gov.uk/government/publications/common-basic-data-set-cbds-database>

Collecting Learner Information

Whilst the majority of learner information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection, whether you are required to provide certain learner information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

We may acquire personal data in a number of ways including, without limitation, the following:

- Parents/carers of learners may provide personal data about themselves or their family in correspondence, forms, documents, during discussions with staff, and through our website;
- We may acquire personal data from other parents, or from people outside of the community who know parents or from the pupils themselves;
- We may acquire personal data from third parties such as schools, public authorities, public sources or from commercial sources such as credit reference agencies.

If you provide us with contact details of others, for example, in case of emergency or when you may not be available please ensure that they are aware their information has been passed to the School.

We will also receive the above types of personal information, where relevant, from the previous school and may also receive information from the Local Authority (LA) and the DfE.

We intend to collect consent to process information for photographs and school visits. In addition to gaining consent for participation in certain visits, it may be necessary to ask parents/carers for other consent such as:

- Consent for learners to receive emergency medical treatment, including administration of an anaesthetic or blood transfusion, in the event of an emergency when parents/carers cannot be contacted;
- Consent to share personal data such as contact details, medical and behavioural information with third-party providers;
- Agreement to any financial or other terms and conditions.

If you provide us with contact details of others, for example, in case of emergency or when you may not be available please ensure that they are aware their information has been passed to the school.

Please note, you have a right to withdraw consent at any time and can contact the school to do this.

Storing Learner Data

The information we collect, use and store about learner and their parents/carers is retained on our computer systems and in paper files, either until it is updated/superseded or until the learner leaves the school where it will be passed on to the receiving school in accordance with the [Education \(Pupil Information\) England Regulations 2005](#). Records are retained by a Secondary school for the period of 25 years from the Date of birth of the Child.

Who Do We Share Learner Information With

We do not share information about our Learners with anyone without consent unless the law and our policies allow us to do so.

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions in line with sections [436A and 437 of the Education Act 1996](#)
- The Department for Education – on a statutory basis under regulation 5 of The Education (Information about Individual Learners) (England) Regulations 2013. This data sharing underpins school funding and educational attainment policy and monitoring.
- The Learner’s family and representatives
- Educators and examining bodies
- Our regulator [Ofsted]
- Suppliers and service providers – to enable them to provide the service we have contracted them for (these include Capita SIMS, Century Learning,)
- Financial organisations
- Our auditors
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

- Professional bodies

When sharing data with the above, appropriate data sharing agreements or contracts will be in place to ensure the data is used only for the purposes required to deliver the service.

We are committed to working with the local authority in protecting and safeguarding children and young people in the Borough. As a consequence, we intend, where relevant to do so, share information with the Multi-Agency Safeguarding Hub (MASH) which is a co-located arrangement of agencies including the local authority, Police, NHS Trusts and Probation Service integrated into a multi-agency team.

The MASH is the single point of contact for safeguarding concerns, the MASH share information appropriately and securely on children or young people in order to take timely and appropriate actions. The teams also provide information and advice across a range of child and family services.

Where a learner/parent/carer has been involved in an accident, an Accident/Incident Report Form will be completed which will include details of the accident including information about you. This information will be passed to the Corporate Health and Safety Team at the local authority. This information will be accessed by Dudley MBC employees, who legally require access to this data, for purposes related to this incident, and may be shared with others to allow us to comply with our statutory duties.

Why We Share Learner Information

We do not share information about our learners with anyone without consent unless the law and our policies allow us to do so.

We share learners' 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 learners 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>.

Youth Support Services – What is Different About Learners Aged 13+

Once our Learners reach the age of 13, we also pass Learner information to 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 [507B of the Education Act 1996](#).

This enables them to provide services as follows:

- Youth Support Services
- Careers Advisers

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/learner once they reach age 16.

Learners aged 16+

We will also share certain information about Learners 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

A child/learners once they reach the age of 16 can object to only name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

For more information about services for young people, please visit your local authority website <https://www.dudley.gov.uk>.

For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>.

It is strongly recommended that learner and their parents consider the importance and value of the information being shared with Youth Support Services as this information is used to identify young people within Dudley schools who will need support from the Connexions service to move to a positive destination after leaving school and therefore complies with the Raising of the Participation Age.

Local Authorities

We may be required to share information about our learners with the local authority to ensure that they can conduct their statutory duties under the [Schools Admission Code](#), including conducting Fair Access Panels.

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 learners 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.

Requesting access to your personal data

Under data protection legislation, parents/carers and learners 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 should be made in the first instance to the Principal via the Academy office.

You 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.

Withdrawal of Consent and The Right to Lodge a Complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Rebecca Meacham, Compliance & Safeguarding Officer via the details below:

Contact:

If you would like to discuss anything in this privacy notice, please contact:

Compliance & Safeguarding Officer
Dudley Academies Trust
Priory Villa
3a Ednam Road
Dudley
West Midlands
DY1 1HL

Email: rebecca.meacham@dudleycol.ac.uk

Tel: 01384 363158

How Government uses your data

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

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs ‘short term’ education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports ‘longer term’ research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school).

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>.

The National Pupil Database (NPD)

Much of the data about learners 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 learners 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>.

Sharing by the Department

The law allows the Department to share pupils’ personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department’s NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

How to Find Out What Personal Information Dfe Hold About You

Under the terms of the [Data Protection Act 2018](#), you are 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>

This Notice

The Trust will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.