



Privacy Notice – Pupils/Parents

Who are we?

The Twyford C of E Academies Trust, Twyford Crescent, London W3 9PP is the Data Controller for the purposes of data protection law.

Why do we collect and use pupil information?

We collect and use personal information to perform a task carried out in the public interest and in the exercise of official authority and sensitive personal information also for reasons of substantial public interest on the basis of law. The specific legal basis for the collection of pupil information is the Education Act 1996. We collect information from you and may receive information about you from your previous school, the local authority, the Department for Education (DfE) and other organisations. We hold this pupil data and use it to:

- Support pupil learning;
- Monitor and report on pupil attainment progress;
- Provide appropriate pastoral care;
- Assess the quality of our services;
- Keep children safe (food allergies, or emergency contact details);
- Comply with the law regarding DfE data collections and sharing.

What information is collected?

- Personal information (such as name, unique pupil number, address, details of parents and other contacts);
- Characteristics (such as ethnicity, language, nationality, country of birth, and free school meal eligibility);
- Safeguarding information (such as court orders and professional involvement);
- Assessment and attainment information (such as post 16 courses enrolled for and any relevant results);
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended);
- Behavioural information (such as exclusions and any relevant alternative provision put in place);
- Special educational needs (including the needs and ranking and support received)

- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements);
- Post 16 learning information including bursary eligibility and progression information;
- Photographs, videos and audio recordings, including CCTV images captured in school;
- Biometric data such as fingerprint impressions for use with our cashless payment systems;
- Data about use of the school's information and communication systems including messages;
- Payment and bank details;

Collecting pupil information

Whilst the majority of pupil 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 law, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this and obtain your consent before collecting it, processing it and sharing it. Examples of this type of information are photographs for publication, biometric data and information for the Council Youth Service.

Storing pupil data

We hold pupil data for up to 25 years so that we are able to respond to requests from former pupils for details of their education including qualifications. For more information about storing of data please see the Trust's Data and Document Retention Policy which can be found in the policies section of the Trust's website.

Who do we share pupil information with?

We routinely share pupil information with:

- Our/your local authority, to meet our legal obligation regarding safeguarding concerns and exclusions for example;
- The DfE, to meet our legal obligations;
- The pupil's family and representatives – to meet our legal obligations and in the event of an emergency, for example;
- Educators and examining bodies – such as ensuring we adhere to examining regulations to guarantee the validity of examinations;
- Ofsted – during the course of a school inspection;
- Suppliers and service providers, including software providers – to enable them to provide the service we have contracted them for;
- Other central and local government organisations;

- Our auditors – to ensure compliance with our legal obligations;
- Health authorities (the NHS) - to ensure the wellbeing of pupils;
- Insurers – in the event of a claim relating to a pupil;
- Other health and social welfare organisations
- Other professional advisers and consultants - for us to develop our services and best provide our public service;
- Police forces, courts, tribunals, security services – to create a secure workplace for all at the school;
- Schools that the pupils attend after leaving us..

We also share pupil information with providers of services and software but only insofar as this is necessary for the provision of those services and the functioning of that software and subject to strict data sharing agreements.

Aged 14+ qualifications

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications.

Transferring data internationally

We may send your information to other countries where:

- we or a company we work with store information on computer servers based overseas; or
- we communicate with you when you are overseas.

The UK and countries in the EEA are obliged to adhere to the requirements of the GDPR and have equivalent legislation which confer the same level of protection to your personal data. Where companies process data outside the UK and EEA we will assess the circumstances of how this occurs and ensure there is no undue risk.

Why we share pupil information

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

We share pupils' data with the 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 pupils with the local authority and the DfE under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013 and with the DfE under section 5 of the same regulations..

Data collection requirements

To find out more about the data collection requirements placed on us by the DfE (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 pupils aged 13+?

Once our pupils reach the age of 13, we also pass pupil 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 section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Youth support services
- Careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once he/she reaches the age 16.

Our pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services to enable them to discharge further responsibilities in relation to post-16 education and training providers. For more information about services for young people, please visit our local authority website.

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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis

- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: *<https://www.gov.uk/contact-dfe>*

Requesting access to your personal data and other data protection rights

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. Furthermore parents/carers also have a legal right to access to their child's educational record.

You also have other rights under data protection law including the right to:

- Have your personal data rectified if it is inaccurate or incomplete;
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- Restrict our processing of your personal data (i.e. permitting its storage but no further processing). This only relates to data for which the school relies on consent as a lawful basis for processing;
- 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.

To make a request for your personal information, or be given access to your child's educational record, or to exercise any of the rights listed above please contact the Trust Data Team (datateam@twyfordacademies.org.uk).

If you suspect that your or someone else's data has been subject to unauthorised or unlawful processing, accidental loss, destruction or damage, we ask that you please contact the Trust Data Team (datateam@twyfordacademies.org.uk) and advise us without undue delay.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance (using the contact details above) 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.

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 on 28th May 2021. The latest version is found appended to the Data Protection and Confidentiality Policy on the Policies page of the Twyford C of E Academies Trust website.

Contact:

If you would like to discuss anything in this privacy notice, please contact, Richard Lane (rlane@twyfordacademies.org.uk 020 8752 0141) or the Trust's Data Protection Officer, Claire Mehegan at the London Diocesan Board for Schools (claire.mehegan@london.anglican.org).