

## PRIVACY NOTICE (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the Trust and its schools use any personal data that we hold about them. 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 pupils.

We, Northern Ambition Academies Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is David Walton (see 'Contact us' below).

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs or videos
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

### Why we collect and use this information

We use this data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To protect pupil welfare
- To assess the quality of our services
- To carry out research
- To comply with the law regarding data sharing

## The lawful basis on which we use this information

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation, e.g. we are legally required to record pupil attendance at school
- We need it to perform an official task in the public interest, e.g. to educate your child and enter them for public examinations

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way e.g. to use image of your child on our websites or social media account
- We are processing the data in line with our 'legitimate interests', e.g. by recording CCTV images of your child when on the school premises to protect the staff, students, visitors and property
- We need to protect the individual's vital interests (or someone else's interests), e.g. where a child has a serious medical condition and requires urgent medical assistance

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Parents/carers can give or withdraw consent with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 13). Pupils aged 13 or over are normally deemed mature enough to exercise their own rights of consent.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

## Collecting information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this. If it is mandatory, we will explain the possible consequences of not complying.

## Storing your data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

Our Records Management Policy sets out how long we keep information about pupils.

If you would like a copy of this policy, please contact our Data Protection Officer using the contact details below.

## Who we share your information with and why

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education - under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- The pupil’s family and representatives – to allow us to support your child through their education and discuss their needs with you, unless the law prevents us from doing so
- Educators and examining bodies – to allow us to educate your child and enter them for public examinations
- Our regulator, Ofsted – as part of our statutory duties during school inspections
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to enable us to take payment from you for goods or services, or to issue refunds
- Central and local government – where required by law or statute
- Our auditors – to provide details of payments made in relation to school activities and trips as part of our statutory audit
- Survey and research organisations – in relation to the operation of the Trust and its schools, and where the required outcomes cannot be achieved using pseudonymised or anonymised data
- Health authorities – to enable your child to receive urgent medical attention, to enable us to support your child’s medical needs and to ensure that they are included in national health screening and immunisation programmes
- Security organisations – to allow us to keep staff, students, visitors and property safe
- Health and social welfare organisations – in accordance with our statutory responsibilities to safeguard children and young people
- Professional advisers and consultants – as part of our support for your child’s education and school improvement
- Charities and voluntary organisations – where this forms part of our statutory duties to educate your child
- Police forces, courts, tribunals – where we are legally required to do so, or where it is in performance of a task in the public interest
- Professional bodies – where it forms part of an investigation into staff conduct

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

#### National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census (in the case of Trust schools with EYFS). 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-andcensuses-for-schools>.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

#### Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Wakefield Council and its designated provider of Youth Support Services, as it has legal responsibilities regarding the education or training of 13-19 year-olds under section 507B of the Education Act 1996.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Wakefield Council and its designated provider of Youth Support Services.

We will also share certain information about pupils 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

For more information about services for young people, please visit our local authority website.

#### Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold about you or your child. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

To make a request for your personal information, please contact your school's Business Manager in the first instance.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact

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

David Walton  
Data Protection Officer  
Tel: 01977 664555  
Email: [dataprotection@northernambition.org.uk](mailto:dataprotection@northernambition.org.uk)  
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