



## **Privacy Notice – Pupil and Family Information**

The Accord Multi Academy Trust (the Trust) is the Data Controller of the personal information you provide to us. This means the Trust determines the purposes for which and the manner in which, any personal data relating to pupils, students, their families and emergency contacts is to be processed.

### **The categories of pupil/student information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number and address);
- Characteristics (such as gender, ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Assessment information (such as internal assessment results, internal examinations results, national curriculum assessment results, external examination results);
- Relevant medical information;
- Information relating to Special Educational Needs and Disability;
- Behavioural information (such as number of sanctions, detentions, fixed term exclusions, permanent exclusions);
- Post 16 Learning information (if applicable).

### **Why we collect and use this information**

We use the pupil data:

- to support pupil learning;
- to monitor and report on pupil progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to safeguard pupils;
- to comply with the law regarding data sharing.

### **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 the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

We may receive information regarding pupils, their families and emergency contacts from their previous school, Local Authority and/or the DfE.

We collect most of the information from admissions forms, permissions forms and regular updates.

### **The lawful basis on which we use this information**

The Accord Multi Academy Trust holds the legal right to collect and use personal data relating to pupils, their families and their emergency contacts.

We collect and use personal information in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 of the GDPR;
- Article 9 of the GDPR;
- Regulation 5 of the Education (Information about Individual Pupils) (England) Regulations 2013;
- Education Act 1996.

The Accord Multi Academy Trust considers that it is acting in the public interest when providing Education.

We process information under the headings of legitimate interests so that we can:

- Provide pupils with an education;
- Safeguard and promote welfare of all pupils;
- Promote the objects and interests the Trust;
- Facilitate the efficient operation of the Academies within the Trust, and the Trust itself;
- Ensure that all relevant legal obligations of the Trust are complied with.

We may also process personal data where there is a legal obligation (where we have to disclose this information), or a vital interest (to protect the interests of that person e.g. if they were seriously injured). We may also process data for legal claims and medical purposes.

We may ask for consent to use your information in certain ways. We do this using our Permissions Form. If we ask for consent, you may withdraw your consent at any time. Any use of your information before you withdraw consent remains valid.

### **Storing pupil data**

In primary academies, pupil data is passed onto the secondary education provider as part of the transition process in line with our retentions policy.

In secondary academies, we hold pupil data until 31<sup>st</sup> August following their 25<sup>th</sup> birthday in line with our retentions policy.

In some circumstances, we may keep data for a longer time. We would only do this if we had good reason, and only if we are allowed to do so under data protection law.

## **Who we share pupil information with**

We routinely share pupil information with (where there is a legitimate reason to do so in line with GDPR):

- schools/academies/Further Education/universities or other education settings that the pupils may attend after leaving us;
- our local authority (Wakefield Council) and other local authorities if applicable;
- the Department for Education (DfE);
- School Nurse;
- NHS;
- UCAS;
- Third parties, including software providers, with whom we have a data sharing agreement, to support pupils' educational experience;
- Third parties, including software providers, with whom we have a data sharing agreement, to support the operation of the academies and Trust;
- For pupils over the age of 16 we share information with their parents/carers as part of our Home Academy agreement.

## **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 do not sell any personal data to third parties.

We share pupils' 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 pupils 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/datacollectionand-censuses-for-schools>.

## **Youth Support Services 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.

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age of 16.

### **Pupils aged 16+**

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 [www.wakefield.gov.uk](http://www.wakefield.gov.uk).

### **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/nationalstudentdatabase-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-student-database-requests-received>

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

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold in a readily accessible format. To make a request for your personal information, or be given access to your child's educational record contact: [dataprotection@accordmat.org](mailto:dataprotection@accordmat.org) . You also have the right to:

- be informed about how Accord Multi Academy Trust uses your personal data;
- request access to the personal data that Accord Multi Academy Trust holds;
- request that your personal data is amended if it is inaccurate or incomplete;
- request that your personal data is erased where there is no compelling reason for its continued processing;
- request that the processing of your data is restricted;
- 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;
- when the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

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 contact the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk).

### **Contact**

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

**Data Protection Officer**

Accord Multi Academy Trust  
Storrs Hill Road  
Ossett  
WF5 0DG

01924 668930

[dataprotection@accordmat.org](mailto:dataprotection@accordmat.org)

Revised December 2020