



Pupil Privacy Notice

This document is about how we use information about you and what we do with it. We call this information about you 'personal data' or 'personal information'.

Our contact details

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The type of personal information we collect

The Trust and its academies collect and hold personal information relating to you and may also receive information about you from your previous school(s), local authority and/or the Department for Education (DfE). We use this personal data to:

- support your learning
- monitor and report on your learning; attainment and progress
- provide appropriate care for you and keep you safe
- assess and improve the quality of our services
- comply with the law about sharing personal data
- to support you in your transition to a post-16 provider of education or training

- organise activities and other learning that may take place outside the academies' premises
- for fundraising, promotional and marketing purposes
- to meet the statutory duties placed upon us by the Department for Education.

Who do we share your information with?

We are required, by law, under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass information about you to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may then be made available for use by the Local Authority for each of the Trust's academies.

For more information about data collections and the DfE, go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may also share information about you, that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it. Some of this information is then stored in the National Pupil Database.

The National Pupil Database (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.

To find out more about the NPD, go to [National pupil database: user guide and supporting information - GOV.UK](#).

The department may share information about you 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 secure processes in place to ensure the confidentiality of your data is maintained and there are strict controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties have 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

- the arrangements in place to store and handle the data

To be given access to your 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>

We will also disclose your personal data to:

- Your new school if you move from the academy
- School nurse and NHS
- School Counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- Careers advisors
- Data processors working under data sharing agreements with the Trust, such as ICT suppliers
- Disclosures connected with Special Educational Needs support
- Disclosures connected with safeguarding issues/concerns
- Post-16 education and training providers

The information disclosed to these people/services will include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you.

Once you reach the age of 13, the law requires us to pass on certain information to the local provider of Youth Support Services in your area who 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
- NHS and health agencies

A parent / guardian can request that only their child's name, address and date of birth be passed to the local provider of Youth Support Services in your area by

informing the relevant academy's Data Protection Lead. This right is transferred to you when you reach the age 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

We will not give information about you to anyone without your consent, unless the law and our policies allow us to do so. If you want to receive a copy of the information, about you, that we hold, please contact your academy Data Protection Champion. We will also normally give information about you to your parents or your main carer. Where appropriate and where the law allows, we will listen to your views first. We will also take family circumstances into account, in particular where a court has decided what information a parent is allowed to have.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You are a pupil
- You are a parent/carer registering your child at our Trust
- You are a visitor attending our Trust
- You are a volunteer or hold a governance role
- You have applied for a job or secondment with us
- You have made an information request, complaint or enquiry to us
- You are a visitor to our website

The collection of personal data is essential for the Trust's operational use. Whilst the majority of the information provided to us is mandatory, some of it is requested on a voluntary basis.

We may also receive personal information about you indirectly, for example:

- If you are a pupil, your previous school will send us your education file when you join our Trust
- A parent/carer may give us your name and contact details in case we cannot contact them directly, or to make us aware that you are authorised to collect their child from school
- An employee may give us your name and contact details as their 'emergency contact' or next of kin
- Your name and contact details may be given to us by job applicants, volunteers or governors, as a referee to support their application
- Public authorities, regulators or law enforcement bodies may give us information to assist them in their enquiries or to help safeguard children.

How we store your personal information

Your information is securely stored.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at foi@nexusmat.org if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at complaints@nexusmat.org

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>