



EBOR ACADEMY TRUST

Policy Number

19B

(GDPR)
Privacy Notice for Pupils & their Families

Signed: _____

Dated: May 2018

Review Period: Annually (by DPO)

Review Date: May 2019

Who processes your information?

Ebor Academy 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 and their families is to be processed.

Pat Dubas, is the Data Protection Officer. The role is to oversee and monitor the Trust's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted by phone on 01904 553404 or email: dpo@ebor.academy.

Why do we collect and use your information?

Ebor Academy Trust holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data 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 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To ensure the health and safety of the child is met.

In some cases, your data will be outsourced to a third party processor; however, this will only be done when we are satisfied that they have met our data compliance / policy expectations or when the law requires Ebor Academy Trust to share your data. Where your data is outsourced to a third party processor, the same data protection standards that Ebor Academy Trust upholds are imposed on the processor. Information regarding the third parties in the Ebor Academy Trust Compliance Agreement for Suppliers is located on the website <http://www.eboracademytrust.co.uk/policies/>

What type of data is collected?

The categories of pupil information that the Trust collects, holds and shares include the following:

- Personal information including
 - legal names
 - pupil numbers
 - emergency contact details
 - addresses
 - siblings
- Characteristics including (optional)
 - ethnicity
 - language
 - nationality
 - country of birth
 - free school meal eligibility
 - service family

- Attendance information
 - number of absences
 - absence reasons
- Assessment information
 - national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information
 - Number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required; the Trust will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

In accordance with the GDPR, Ebor Academy Trust does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected in line with legal guidance. Information regarding retention of personal data can be found in the Ebor Academy Trust Data Retention Policy on the website <http://www.eboracademytrust.co.uk/policies/>

Will my information be shared?

Ebor Academy Trust is required to share pupils' data with the DfE on a statutory basis and with Ofsted in line with Ofsted requirements.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Ebor Academy Trust is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE and Ofsted has robust processes in place to ensure the confidentiality of any data gathered including any data shared from the NDP is maintained.

Ebor Academy Trust will not share your personal information with any third parties without your consent, unless the law allows us to do so. Where appropriate the Trust routinely shares pupils' information with:

- Pupils' destinations upon leaving Ebor Academy Trust including:
 - Personal data
 - Reports
 - Attainment data
- The Local Authority including:
 - Pupil data

- The National Health Service
 - Medical information
 - Speech and Language
 - Behavioural
- ParentPay
 - Information regarding accessing services
- Safeguarding and Child Protection (CPOMs)
- Childcare Voucher providers

What are my rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Ebor Academy Trust uses your personal data.
- Request access to the personal data that Ebor 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 your personal data being processed.

Where 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 Ebor Academy Trust and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website <http://www.eboracademytrust.co.uk/policies/>