



Privacy Notice for Pupils, Parents and Carers

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Date of issue in draft: 17/07/19

Date of approval: 18/10/19

Date of review: 17/10/20

Document Control

Version	Date issued	Author	Update information
1.0	N/A	CIO	Initial draft for Data Protection Officer (DPO) comments
2.0	17/07/2019	CIO	Updated following DPO comments

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**Schools,
teachers and
pupils freed
to succeed.**
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Context

This Privacy Notice is intended to provide clear information regarding how BMAT will treat any Personal Data that we collect, process and store.

For more information about how we protect our data, please also read the **BMAT Data Protection and Freedom of Information Policy**, available on our Trust and school websites.

Contents

Privacy Notice for Pupils and Parents	1
Context.....	2
Contents.....	2
How BMAT uses your data	4
The categories of pupil information that we process include:	4
Why we collect and use pupil information	4
Collecting pupil information	4
Storing pupil data	4
Who we share pupil information with	5
Youth support services.....	5
Pupils aged 13+.....	5
Pupils aged 16+.....	5
Department for Education	5
Requesting access to your personal data	6
Withdrawal of consent and the right to lodge a complaint	6
Last updated.....	6
Contact	6
How Government uses your data	7
Data collection requirements.....	7
The National Pupil Database (NPD)	7
Sharing by the Department	7
How to find out what personal information DfE hold about you	8



How BMAT uses your data

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

This list is not exhaustive.

Why we collect and use pupil information

We collect and use pupil information for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (eg food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- We are required to do so by law (Legal obligation)
- We are a public body and processing pupil data is in the public interest (Public Task)
- We have asked you if we can process your data for a specific purpose and you have said yes (Consent)

In addition, concerning any special category data:

- Identifying a person using biometric readers in some of our schools, for the purpose of identification for cashless catering and centralised printing systems. All data for these systems is held securely on the BMAT network and access is restricted to specific individuals who have a need to intervene in that processing or to monitor the relevant systems. ([GDPR - Article 9](#))

Collecting pupil information

We collect pupil information via the school admissions process and the Common Transfer File (CTF) from the Local Authority.

Pupil data is essential for the schools' operational use. Whilst most of the pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with data protection laws, we will inform you at the point of collection whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on how we keep your data safe, please read our Data Protection and Freedom of Information policy. For our

retention schedule, please read our Records Management policy. Both these policies are available on our Trust and school websites.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- applications to support teaching practice and pupils' learning
- applications to support the operational management of our schools, for example cashless catering and print management systems.

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

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 they reach the age 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 our local authority website.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right (subject to exemptions) to request access to their personal data. To make a request for your personal data, please contact the address on our Trust or schools' websites.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to 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

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

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school or the Trust, using their relevant contact pages.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. For the most recent date of review, please see the version history on the covering page of this Notice.

Contact

If you would like to discuss anything in this privacy notice, please contact: datahelp@bmatrust.org.uk

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

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

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

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

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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