

## Privacy Notice for Pupils (Primary)

### Background

The Education Village Academy Trust (the "**Trust**") is based at The Education Village, Salters Lane South, Darlington, County Durham DL1 2AN.

So that we can teach you and provide you with school activities we need to process information about you. This is known as personal data. We will store this information on paper, on computers (digitally) or in other ways.

We collect and keep the information about you in line with personal data legislation. These are known as the General Data Protection Regulation ("**GDPR**") and the Data Protection Act 2018 (the "**DPA**"), together, the "**Data Protection Legislation**".

This document is known as a Privacy Notice and has been written so that you can understand what we do with your personal data. It is also so that you know what you can ask about that data (your rights.) This document may change at times in the future.

### Who are we?

Personal data is the responsibility of an organisation described as Data Controller.

For your personal data, The Education Village Academy Trust is the 'Data Controller.' for the Academies that belong to the Trust, (as defined by Article 4 (7) of GDPR),

A Data Controller is the organisation that decides what data is collected about you, how that is used, shared and stored.

As the Data Controller we have a responsibility to you and your personal data. We will only collect and use this in ways which are allowed by the Data Protection Legislation.

In this document where it says 'the Trust', 'we' or 'ours' this means the Trust and all of its Academies.

In this document where it says 'You' or 'Your' this means you, the pupil.

### This document tells you about:

- the information we collect about you,
- what we use the information for,
- how your information is stored and how long we keep it,

- what rights you have to the information.

### **Data Protection Officer**

The Trust has appointed GDPR Sentry Ltd to be its Data Protection Officer (DPO).

A DPO is the person or organisation who advises the Trust about compliance with the Data Protection Legislation. The DPO also provides support to the people whose data is being processed.

If you would like to talk about anything in this privacy notice, please get in touch with the people below.

Data Protection Officer  
GDPR Sentry Ltd

support@gdprsentry.com  
0113 804 2035 Option 3

**Education Village**  
Academy Trust 

**Single Point of Contact (SPOC) – Alana Mackenzie**  
Salters Lane South  
Darlington  
DL1 2AN

Email: [amackenzie@educationvillage.org.uk](mailto:amackenzie@educationvillage.org.uk)  
Tel: 01325 248156

## **What information do we collect?**

The categories (types) of information that we collect, hold and share include the following:

- Your name and date of birth
- Your home address and telephone number
- Family details, your parents name and address
- Information gathered when you joined the school
- Records of your progress and achievements in school
- Details of exams
- Information about any extra support you receive
- Free school meal and pupil premium eligibility
- Attendance and absence records
- Behaviour records (such as exclusions and any relevant alternative provision put in place)
- Trips and visits
- Extra-curricular activities
- Photographs of you
- Images from CCTV
- Files, messages, documents about you
- Records of discussions with members of staff
- Records of your use of School IT systems

In some cases, we will also have:

- Information about consultation with other professionals
- Information about support for your learning, if you have needed any extra help
- Records of any School equipment loaned to you.
- Information about plans for career or post 16 education choices

We may also process certain 'special category' data about our pupils including:

- Information about your health conditions or relevant medical information  
Please be aware that if you have a severe allergy or may be at risk of needing emergency care for a medical issue then this information will be shared with all relevant staff members. We may do this in the form of a photo of you in the staff room so that all staff members are aware of the issues in an emergency.
- Information about sickness related absences
- Special Educational Needs and Disabilities information (including your needs and ranking)
- Information about your ethnic origin
- Safeguarding information
- Gender identification and sexual orientation information (if appropriate)
- We may also hold data about you that we have received from other organisations, including other schools, the local authority and the Government

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

We use the information we collect.

- to support the admissions process
- to support your learning
- to keep you safe (food allergies, or emergency contact details) and to meet the statutory duties placed upon us by the DfE
- to monitor and report on your academic progress
- to enable you to take part in exams
- to provide appropriate pastoral care
- to help us manage any health conditions that may affect your learning
- to comply with our legal obligations to share information
- to assess and check the quality of our services

We also may keep some information for historical and archiving purposes in the public interest.

### **The legal basis for using this information**

Depending on the purpose, our use of your information will be legal in accordance with Article 6 and Article 9 of GDPR and will be due to one of the following:

- Informed consent given by you, your parent, or legal guardian [Article 6(1)(a)].  
For example: The use of your photographs on our website
- To meet a legal requirement [Article 6(1)(c)]  
For example: Providing information for the Education Department Census
- To protect the vital interests of you or someone else [Article 6(1)(d)]  
For example: Giving your family details to emergency services
- Delivering a public task [Article 6(1)(e)]  
For example: Recording your attendance at School each day

Where we use special category data, our use is legal due to one of the following reasons:

- Explicit informed consent given by you or your parent or legal guardian [Article 9(2)(a)]  
For example: Using your fingerprints to identify you to our IT systems
- We are legally obliged to collect and use it [Article 9(2)(b)]  
For example: Information about your ethnic origin or any disability
- To protect the vital interest of you or someone else [Article 9(2)(c)]  
For example: Giving detail of health conditions to the emergency services
- Because it is part of delivering a public service [Article 9(2)(g)]  
For example: Holding data on any medical condition so that we can help you manage it

There are other set of rules that set out how we use personal data, for example

- Education Act 1944, 1996, 2002, 2011
- Education and Adoption Act 2016
- Education (Information About Individual Pupils) (England) Regulations 2013
- Education and Skills Act 2008
- Children Act 1989, 2004

- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

## **Collecting this information**

We collect your information using:

- Admission forms.
- Data provided by the local authority.
- Through the Common Transfer File (CTF) or secure file transfer from previous school.
- Recording information during the normal course of the school day

Most of the pupil information we collect is mandatory (this means that we have to collect it and other people like parents have to provide it.)

There is some information we ask for on a voluntary basis. When we do process this additional voluntary information, we will make sure that we ask for consent (permission) to process it.

Where consent is required, the school will provide you with specific information on the reasons why we need the data and how the data will be used.

Where we are processing your personal data with your consent you have the right to withdraw that consent (take away permission). If you change your mind about the consent or are unhappy with our use of your personal data, please let us know by contacting the SPOC.

## **Who do we share your personal data with?**

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so, or when you have given your consent.

Examples of people we share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing and who are authorised to receive the data
- Darlington Metropolitan Borough Council
- The Department for Education
- The National Pupil Database
- Youth Support Services
- Examining bodies
- Our regulator Ofsted; to meet our statutory obligations to report information such as census data and assessment data

- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers
- Press and the media

Where we share your personal data with someone who is a supplier or a service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the data protection legislation.

### **How long do we keep your personal data for?**

The Trust will keep your data in line with our Records Management Policy. Most of the information we process about you will be retained (kept) in line with statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

### **Storing your personal data**

Most of the personal data that we collect, and use is added to your Educational Record. This record is kept while you attend School. If you leave the Trust, then the record will be: If you move to another school, we will transfer a copy of your records to the new school. We retain a full copy of your record until your 25<sup>th</sup> birthday. After this we will dispose of all the records securely.

If your record contains information about SEND requirements, then your file will be retained until your 35th birthday.

Some personal data is kept for different lengths of time. For example.

- Records of your admission to the school are kept permanently. We do this as pupils often ask us to confirm the dates they attended an Academy.
- Detailed information about your daily attendance is kept for three years
- Information about free school meals is kept for the current year and 6 years afterwards

### **What rights do you have over your data?**

Under data protection legislation pupils have the following rights in relation to the processing of their personal data:

You have rights relating to the personal data that we collect and use. The rights you have depend on the legal basis of us using the information.

As you are under the age of 12, if you wish to exercise your rights you should have agreement from a parent or guardian. You should also be aware that a parent or guardian can ask for information about you. We are required to provide this information.

### **The right to be informed:**

This document informs you that we are collecting and how we are using your personal data.

### **The right of access to your personal data:**

If we are collecting or using your personal data, you have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the UK's data protection legislation.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer.

### **Other rights:**

You also have the right to ask us to correct inaccurate/incorrect personal data or to ask us to stop using it or to object to us using it.

For some data you may have the right to ask us to erase it or to provide it in an electronic format that you can give to someone else.

For some personal data you may have the right to request that the processing of your personal data is restricted, or to object to your personal data being processed or if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved.

### **The right to withdraw consent.**

If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

### **Parents or Guardian's rights to access your personal data:**

We are required to provide your parents or guardian with an annual report of your progress at school. We will offer the opportunity for your parents or guardian to come into school to discuss this report with your teachers and other members of staff.

If you have any concerns or questions about how your data is collected and used, please ask the SPOC first, you can also contact the Data Protection Officer listed above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[icocasework@ico.org.uk](mailto:icocasework@ico.org.uk)  
0303 123 1113  
lco.org.uk