

Privacy Notice (How we use pupil information)

Who processes your information?

United Endeavour Trust is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mr John Dooley acts as a representative for the Trust with regard to its data controller responsibilities; he can be contacted on 01782 973000 or john.dooley@uetrust.org. The Principal at each academy will be responsible in ensuring requests are directed to the appropriate team to respond to requests made.

Mrs Sophie Dutton-Johnson is the Data Protection Officer (DPO). Her 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 on 01782 367650 or DPO@uetrust.org.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless there is a legal basis for the Trust to share your data. Where the Trust outsources data to a third party processor, the same data protection standards that United Endeavour Trust upholds are imposed on the processor.

The service providers are routinely checked for security and data protection regulation compliance, and a list of providers can be seen in the section 'Will my information be shared'.

Why do we collect and use your information?

United Endeavour 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 attainment progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To keep children safe (food allergies, or emergency contact details)

- To comply with the law regarding data sharing

Which data is collected?

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

- Personal information – e.g. names, unique pupil number contact details and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND including the needs and ranking
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Behavioural information – e.g. number of temporary exclusions
- Contact details for parents and carers
- Post 16 destinations and learning information
- Safeguarding and Child Protection reports and disclosures
- Photographs and video clips
- Biometric Data
- CCTV images and videos
- For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about their learning or qualifications.

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 school 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.

Our legal basis for collecting data:

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law, such as the duty to safeguard pupils
- We need to use it to carry out a task in the public interest (in order to provide you with an education)
- Sometimes. We may also use your personal information where:
- You, or your parents / carers have given us to use it in a certain way as we need to protect your interests (or someone else's interests)
- Where we have got permission to use your data, you or your parents / carers may withdraw this at any time. We will make this clear when we ask permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data. How is the information collected?

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- Application forms
- Regular data collection forms
- The academies within the Trust generate data such as
 - attendance
 - progress and attainment
 - behaviour records
 - Purchases through ParentPay and in the canteen
 - Medical forms
 - Trip & activity consent forms
 - Data transferred to us from other schools and organisations (e.g. local authorities, DfE, Learning Records Service, etc)

Why we use this data?

We use this data to help run the Trust, including to:

- Get in touch with you and your parents when we need to
- Check how you are doing in exams and work out whether you need any help or support/ provide that support
- Look after your well-being
- Track how well the academy/Trust as a whole is performing

How long is your data stored for?

Personal data relating to pupils at United Endeavour Trust and their families is stored in line with the school's GDPR Data Retention Policy.

In accordance with the GDPR, the school 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.

Will my information be shared?

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)
- school nurse, NHS services and medical providers abroad when on overseas trips
- Police forces, courts and tribunals
- other academies in the Trust
- exam boards
- Selected partners to benefit educational attainment/provide a service which we have contracted them for. (see list of service providers at [UET service providers](#))

We are legally required to share student's data with the DfE on a statutory basis. This data sharing underpins academy funding and educational attainment policy and monitoring.

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

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our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections.

School census: 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.

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:

- post-16 education and training providers
- 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.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. United Endeavour 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.

To find out more about the NPD, go to [National Pupil Database](#)

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.

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Once our pupils reach the age of 13, we are required by law to pass on certain information to our LA or youth support services, who are responsible for the education or training of 13-to19-year-olds. We may also share specific personal data of pupils who are aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all pupils and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth are passed to the LA or youth support services, by informing the Academy Data Administration team via email or letter. Once pupils reach 16 years of age, this right is transferred to them, rather than their parents. For more information regarding services for young people, please visit our LA's website: <https://www.staffordshire.gov.uk/education/home.aspx>.

We are also required to pass certain personal information to careers services once pupils reach the age of 16.

What are your 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 United Endeavour Trust uses your personal data.
- Request access to the personal data that United Endeavour 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.

Subject Access Requests.

We will respond to Subject access requests as long as we judge that you can properly understand your rights and what they mean. This will be done in a timely manner, but please be aware that during school holidays this may become more difficult.

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 <https://ico.org.uk/concerns/>

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 17 September 2019.

Where can you find out more information?

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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 (www.uetrust.org/privacy-notice) or contact:

United Endeavour Trust DPO – 01782 367650 or DPO@uetrust.org

United Endeavour Trust are committed to protecting your data. In order to do this effectively and to be compliant with the GDPR we will review and update this Privacy Notice when necessary.

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