



Aspirations Academies Trust

in association with Quaglia Institute

GDPR – PUPIL PRIVACY NOTICE

Date of last review:	March 2018	Review period:	2 years
Date of next review:	March 2020	Owner:	AAT DFO
Type of policy:	Statutory/network	LAB or Board approval:	Board

GDPR privacy notice for pupils and their families

The General Data Protection Regulation (GDPR), which is being introduced on 25 May 2018, is a data protection law to keep peoples' personal information safe – such as their address. Organisations, businesses and the government all collect, process and use information, and the GDPR sets out lawful ways in which this can be done.

Schools collect certain information about pupils; however, schools have to tell pupils and their families about how their personal information may be collected, processed and used.

Data controller: This refers to who decides how and why any personal data is processed.

Data processor: This refers to who processes data on behalf of the data controller.

Data protection officer (DPO): This person is in charge of ensuring that the school is acting lawfully with regards to data protection law. The Trust's DPO is Jennifer Morrison.

Personal data: This is the information by which an individual can be identified, such as their address and date of birth.

Who processes your information?

The Aspirations Academies Trust is the data controller of the personal data you provide to us. This means the school decides why and how any personal data relating to you and your family will be processed.

Sometimes, your information will be given to third parties, such as the government; however, this will only be done if you consent to it, or where the law requires the school to share the information, for example in police investigations. When the school gives your data to third parties, the third parties will be responsible for protecting your information in the same way the school does.

Why do we collect and use your information?

The school holds the legal right to collect and use personal data relating to you and your family, and also has the right to gather information about you from your previous school, Local Authority (LA) and/or the Department for Education (DfE).

The school collects and uses personal data in order to follow the law, including 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 line with the above, the school will use your personal data for the following reasons:

- To support your learning
- To monitor and report on your progress

- To provide appropriate support
- To assess the quality of our service
- To comply with the law regarding data sharing

Which data is collected?

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

- Personal information – e.g. names, pupil numbers 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
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data that you provide to the school is required, some is provided on a voluntary basis. When collecting data, the school will tell you whether you are required to provide this information or if your consent is needed. Where consent is required, the school will provide you with detailed and clear reasons for the information being collected and how it will be used.

How long is data stored for?

The Aspirations Academies Trust stores your and your family's personal data in line with the school's GDPR Data Protection Policy.

As specified by the GDPR, the school does not store personal information forever; information is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is legally required to share your data with the DfE, this includes the following:

- Pupils on roll at the school
- Attendance figures
- Performance data

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

The Aspirations Academies Trust is required by law to provide information about our pupils to the DfE as part of compulsory 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 and/or wellbeing of children in England by:

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

The DfE has strong processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

The Aspirations Academies Trust will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- The Department of Education
- The Education Funding Agency
- Ofsted
- Examination & Awarding Bodies, including JCQ, AQA, Pearson Edexcel, OCR
- Islington Council Children's Services
- Islington SEN and Safeguarding teams
- UCAS
- Employers offering work experience for students
- Service Providers
- Alone in London (when applicable)
- Access Arrangement Consultant (when applicable)
- Family Support Services (when applicable)
- London Borough of Hackney Social Worker (when applicable)

The information that we share with these parties includes the following:

Data that we share may include: Name, Date of birth, sex, nationality, ethnicity, disability, address, telephone number, email address, eligibility for Free school meal, hours/days and years of study, subjects studying, grades in subjects, attendance and punctuality rates, health issues, contact details of parents, religion, teaching & learning, pastoral and behavioural issues, access arrangements, candidate numbers, information on progression.

Once pupils reach the age of 13, the school is required by law to pass on certain information to our LA who are responsible for the education or training of 13-to-19-year-olds.

The school may also share specific personal data of pupils who are aged 16 and over with post-16 education and training providers, 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 children services by informing Ms Nadine Bruto Da Costa via ndacosta@techcity-aspirations.org or letter to the College. 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.

The school is also required to pass certain personal information to careers services once pupils reach the age of 16. The information that is accessible by careers services includes: Name, Date of birth, sex, nationality, ethnicity, disability, hours/days and years of study, subjects studying, grades in subjects, health issues, destination choices, previous work experience, information relating to references.

What are your rights?

You and your parents have the right to:

- Be informed about how the school uses your personal data.
- Request access to the personal data that the school holds about you.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased when it is no longer needed.
- 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, rather than legal requirement, you have the right to withdraw this consent at any time.

If you have a concern about the way the school and/or the DfE is collecting or using your personal data, you can speak to Mrs D McSween, the Director of Operations at the school, who will be able to help you and answer any questions that you have. Alternatively, you can call the Information Commissioner's Office (ICO) on 0303 123 1113.

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 or download our GDPR Data Protection Policy.

Declaration

I, _____, declare that I understand:

- The school has a legal and legitimate interest to collect and process my personal data to meet statutory requirements.
- How my data is used.
- The school may share my data with the DfE and the LA.
- The school will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The school will always ask for clear consent to be given where it is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the Trust's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Parent/Carer

Name: _____

Signature: _____

Date: _____

Student

Name: _____

Signature: _____

Date: _____