



St. Edward's Church of England Academy

GDPR Policy

Approved by Trustees
Last Reviewed in: March 2022
Next Review due by: March 2025
Statutory Policy

The Vision for Education at our Academy

Jesus says, "I have come that they may have life and have it in all its fullness."

John 10:10

Our school vision is to ensure that God's aspiration for us all, as expressed in Jesus's words from John 10:10, is reflected in our aspiration for all of our children and staff to experience a full and rich life of learning, growing, helping, and caring for each other.

We are an inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of, and a space for, flourishing and fulfilment because here...

...we are 10:10 people.

As a Christian Academy, we live and breathe our core values:

- Respect
- Courage
- Hope
- Friendship

"For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future."

Jeremiah 29:11



"Show proper respect to everyone"

1 Peter 2:17

DATA

1.1 The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Biometric data
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

1.2 Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admission waiting lists
- Carry out research
- Comply with the law regarding data sharing

1.3 Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
 - We need it to perform an official task in the public interest
- Less commonly, we may also process pupils' personal data in situations where:
- We have obtained consent to use it in a certain way
 - We need to protect the individual's vital interests (or someone else's vital interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

1.4 Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

1.5 How we store this data

We keep personal information about pupils while they are attending our academy. We may also keep it beyond their attendance in the Academy if this is necessary in order to comply with our legal obligations. The Information and Records Management Society's toolkit for schools sets out how long we keep information about pupils.

1.6 Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authorities – meet our legal obligations to share certain information with them, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligations to share certain information with it
- The pupil’s family and representatives – we will need to share certain information such as academic progress and pastoral care and business critical operations e.g.; ParentPay
- Educators and examining bodies – we have a legal obligation to ensure the accuracy and validity of the exam process
- Our regulator Ofsted – this enable them to accurately make a judgement about the academy
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – enabling them to provide the service we have contracted them to provide
- Our auditors – to enable them to provide the service we have contracted them for
- Health authorities – this will meet our legal obligations to share certain information with them, such as safeguarding concerns
- Health and social welfare organisations – this will help to support individual pupils where appropriate
- Professional advisers and consultants – to support individual pupils where appropriate
- Police forces, courts, tribunals – enable us to meet our legal obligations to share certain information with them
- Trustees - to meet legal obligations to share certain information

1.7 National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years’ census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data. You can also contact the Department for Education with any further questions about the NPD.

1.8 Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to the relevant local authority or youth support services provider in which the academy is located, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to the relevant local authority or youth support services provider in which the academy is located.

1.9 Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

1.10 Staff, Parents and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Staff and Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection office.

The Academy believes that parents, or those with parental responsibility, have a right to free access to their child's educational record (which includes most information about a pupil) within 15 school days of receipt of a written request. To request access, please contact the Data Protection Controller at the academy.

1.11 Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations. To exercise any of these rights, please contact our data protection officer

1.12 Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.



St Edward's
Church of England
Academy

To make a complaint, please contact our Data Protection Controller or see details below in paragraph 1.13.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

1.13 Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Clerk to the Trustees:

Mrs F Stagg stagg.f@st-edwards.staffs.sch.uk

Data Protection Controller:

Mrs. S Morris Fear: morris.s@st-edwards.staffs.sch.uk

Data Protection Officer:

Mrs N Morrissey: Staffordshire County Council DPO@staffordshire.gov.uk