



SEVERN ACADEMIES
EDUCATIONAL TRUST

SEVERN ACADEMIES EDUCATIONAL TRUST

Privacy Notice: Parents/Carers

May 2018
office@saet.co.uk

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **students**.

The Severn Academies Educational Trust (SAET), is the 'data controller' for the purposes of data protection law. **Our data protection officer is Jenny Lane** (see 'Contact us' below).

The personal data we hold

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

- Name, contact details, contact preferences, parent/carer details, siblings, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student 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
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school
- We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

We may also collect, store and use information about your child that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race
- Ethnic origin
- Religion
- Biometrics (where used for ID purposes)
- Health including physical and emotional well-being

We use this data to:

- Support and celebrate student learning
- Monitor and report on student progress
- To qualify if a child is eligible for funding and to calculate the funding available
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use students' 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 students' 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 interests)

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

In addition to the above, we must have a condition for processing special category data, these are:

- Processing is necessary for reasons of substantial public interest.
- The data subject has given explicit consent to the processing
- Processing is necessary to protect the vital interests of the data subject

Where we have obtained consent to use students' 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.

Collecting this information

While the majority of information we collect about students 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.

How we store this data

We keep personal information about students while they are attending our schools. We create and maintain a student file for each child. The information is kept securely in electronic and hard copy formats and is only used for purposes directly relevant to your child's educational and welfare needs.

We may also keep it beyond their attendance at our schools if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about students. After the retention period has elapsed, all data will be destroyed securely.

To request a copy of the retention schedule email: office@saet.co.uk

Data sharing

We do not share information about students 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 students with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions
- The Department for Education to meet our legal obligations to share certain information with it, such as census collections and statutory assessment information
- The student's family and representatives such as progress and attainment reporting
- Educators and examining bodies to meet our legal obligations to share such information as assessment and moderation information
- Our regulator Ofsted, to assist with the inspection and assessment of the quality of education provision
- Suppliers and service providers – to enable them to provide the service we have contracted them for

- Our auditors to meet our legal obligation in allowing access to our records to test the rigour and compliance of our financial management processes
- Health authorities to meet our legal obligations to share certain information with it, such as where the parent, carer or legal guardian or school has requested an Education Health Care Plan (EHCP) or where there are health concerns related to safeguarding or where emergency services are required
- Health and social welfare organisations to meet our legal obligations to share certain information with it, such as where the parent, carer or legal guardian or school has requested an Education Health Care Plan (EHCP) or where there are health concerns related to safeguarding or where emergency services are required
- Professional advisers and consultants such as where advice is sought from Behaviour Support Teams or the Educational Psychology Service in meeting our legal obligation and fulfil our official function
- Charities and voluntary organisations - sharing of certain information such as when using a counselling or mentoring service for a child so as to fulfil our official function.
- Police forces, courts, tribunals to meet our legal obligations to share certain information with it, such as if a child or young person has been suspected of being involved in or the victim of criminal activity

National Pupil Database

We are required to provide information about students 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.

Youth support services

Once our students reach the age of 13, we are legally required to pass on certain information about them to Worcestershire County Council, as it has legal responsibilities regarding the education or training of 13 -19 year olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/Carers, or students 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 Worcestershire County Council.

Transferring data internationally

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

Parents and students' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the Trust 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.

Parents also have the right to make a subject access request with respect to any personal data the Trust 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.

We aim to respond to Subject Access Requests within one month but during school holidays this may become more difficult.

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

Parents/carers of students within the Trust do not have an automatic right to access their child's educational record. SAET will respond to such requests in accordance with other Subject Access Requests

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.

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.

To make a complaint, please contact our data protection officer.

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

Contact us

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

- FAO Jenny Lane - The DPO at office@saet.co.uk or telephone 01299 872950

Write to:

Data Protection Officer
c/o The Stourport High School & VIth Form College
Minster Road
Stourport on Severn
Worcestershire
DY13 8AX