KAT PRIVACY NOTICE RELATING TO PUPIL INFORMATION

What is the purpose of this Notice?

This is the Pupil Privacy Notice of Kingstone Academy Trust (KAT) which is intended to provide you with information about how and why we process pupil information. It is also intended to provide you with other information which is required under the UK General Data Protection Regulation (the retained EU law version of the General Data Protection Regulation (EU) 2016/679) (GDPR) and the Data Protection Act 2018 (DPA). The GDPR and DPA contain the key laws relating to data protection.

It is important to us, and a legal requirement, that we are transparent about how we process pupil information. As a MAT that processes pupil information, we are known as a "data controller". This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

The Data Protection Officer

The Trust has appointed a Data Protection Officer (DPO), HY Education, who can be contacted in writing at HY Education, Sandbrook House, Sandbrook Way, Rochdale, OL11 1RY or by telephone on 0161 543 8884 or by email (DPO@wearehy.com).

What categories of pupil information do we collect?

The types of pupil information that we collect include:

- Pupil names, unique pupil numbers, contact details including emergency contacts
- Characteristics such as ethnicity, language, religion
- Free school meal and pupil premium eligibility
- Medical information and administration such as doctors' information, child health, dental health, allergies, medication, and dietary requirements
- Admissions information
- Attendance information such as sessions attended, number of absences, absence reasons and previous school(s) attended
- Information relating to pupil exclusion and behaviour
- Attainment records and assessment results
- Reported accidents
- Safeguarding information such as court orders and professional involvement
- Special educational needs information including the need
- Photographs
- CCTV
- Careers information

We may also receive some information from our Local Authority, other schools and the DfE.

What is the purpose of us collecting and using pupil information?

The purposes for which KAT collects personal information are as follows: -

- To provide effective education
- To provide appropriate pastoral care

- Census reporting
- To provide free school meals
- To support children with medical conditions, allergies, and SEN
- To manage admissions
- To monitor attendance
- To manage exclusions and behaviour
- For assessment and examination purposes
- For health and safety purposes
- To address safeguarding concerns
- To promote the school and celebrate educational achievement
- To ensure that the school is safe and secure
- To provide careers advice and support

Why is it lawful to collect this pupil information?

As a MAT, we are subject to a wide range of laws which we must comply with to further pupil education and to safeguard their wellbeing. To comply with these laws, we only process personal information as far as is necessary to meet those obligations. We also process some of the information described in this privacy notice to carry out public tasks vested in us to effectively manage the MAT.

In limited circumstances, we will obtain your consent; for example, if we want to place photographs of pupils on our website, in the newspaper or on social media. Even if you consent to us collecting and using personal information, you have a right to withdraw your consent at any time.

Some types of pupil information are regarded as more sensitive under the GDPR and referred to as being a 'special category' of personal information. This could include information which we collect for safeguarding or SEN purposes. Where we process this type of personal information, it will often be processed for reasons of substantial public interest such as safeguarding or to comply with statutory requirements.

Withdrawal of consent

Where we are processing your personal data with your consent, you have the right to withdraw your consent at any time. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office

Who will we share pupil information with?

Those who we may share pupil information with include the following:-

- Our local authority
- The Department for Education (DfE)
- Other education providers
- School nurse service
- Multi-agency partners
- Professional advisors
- Careers service providers
- Service providers who provide learning platforms, IT and communication tools
- Schools that pupils attend after leaving us
- Youth support services (pupils aged 13+)

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:

- 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.

Data is securely transferred to the youth support service via [insert method used] and is stored [insert storage] and held for [insert data retention period].

Pupils aged 16+

We will also share certain information about pupils aged 16+ with 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 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 with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 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.

For more information, please see 'How Government uses your data' section. For privacy information on the data the Department for Education collects and uses, please see:
https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3

and

https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the Schools Admission Code, including conducting Fair Access Protocol.

How long will we hold pupil information for?

We will hold pupil information for a period of time specified by law and as detailed within our retention policy. For more information, please contact the DPO.

Requesting access to your personal data

The UK-GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact **[include details of your administrator / Data Protection Officer]**

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at raise a concern with ICO.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Making a complaint

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the Data Protection Officer in the first instance or directly to 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 in **March 2025**

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and

evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice

Sharing by the Department for Education (DfE)

DfE will only share pupils' personal data where it is lawful, secure and ethical to do so. Where these conditions are met, the law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime
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For more information about the Department for Education's (DfE) NPD data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the UK GDPR, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source
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If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

or

https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

To contact the Department for Education (DfE): https://www.gov.uk/contact-dfe