



# Acorn Multi Academy Trust

## Pupil Privacy Notice

This policy is to let you know how Acorn Multi Academy Trust ('the Trust', 'we', 'us' or 'our') will collect, use and process Personal Data. It is also designed to let you know your rights and what you can do if you have questions about Personal Data.

The Trust is the controller for the purposes of data protection laws.

This document sets out the types of Personal Data (meaning information about an individual from which that individual can be personally identified) we handle, the purposes of handling those Personal Data and any recipients of it.

### Our Details

We are: Acorn Multi Academy Trust

Address: **The Old Tool Office, Chard Street, Axminster, EX13 5EB**

Information Commissioner's Office Registration Number: ZA086980

Our Data Protection Officer is: Andrea Rice

and their contact details are: **The Old Tool Office, Chard Street, Axminster, EX13 5EB**

Email: [gdpr@acornacademy.org](mailto:gdpr@acornacademy.org)

### The categories of pupil information that we collect, hold and share include:

We may collect the following types of Personal Data (please note this list does not include every type of Personal Data and may be updated from time to time):

- Personal information (such as name, date of birth, national insurance number, and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Education information (included but not limited to unique pupil numbers, test results, post 16 learning information and other records)
- Relevant medical information

- Free school meal eligibility
- Special Educational Needs information
- Exclusions/behavioural information
- Information received in connection with any complaint

## **Why we collect and use this information**

We collect and use pupil information under legal and statutory obligations within the Education Act 1996, The Children Act 2004; Education and Inspections Act 2006; Education Act 2011; and the Family and Childrens Act 2014. We may also receive information about pupils from their previous schools, the Local Authority, Department for Education (DfE) and other bodies linked to pupils' education, development and welfare.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to ensure proper management of school trips and afterschool clubs and activities
- to promote and protect health and safety
- to comply with the law regarding data sharing

## **The lawful basis on which we use this information**

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

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide pupils with an education)

Sometimes, we may also use pupil personal information where:

- Pupils or their parents/carers have given us permission to use it in a certain way
- We need to protect a pupil's interests (or someone else's interest)

Where we have got permission to use pupils data (for example, school photographs for non-educational purposes), pupils or their parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

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

We collect and use pupil information in order to provide education in accordance with statute law (such as the Education Act 1996 and other legislation), our funding agreements with the Secretary of State, our memorandum and articles of association and other guidance provided for in law.

We also process Personal Data where processing is necessary for the performance of tasks carried out in the public interest. It is in the public interest to provide educational services to our pupils and to offer extra-curricular activities such as reading sessions and afterschool clubs to benefit the personal and academic growth of our pupils.

In addition, Personal Data will be collected and/or processed for the purposes of relevant contracts for the provision of services which are paid for. This may include but is not limited to:

- the provision of music tuition;
- school trips;
- entering students for examinations.

We do not process any special categories of Personal Data except where necessary for reasons of substantial public interest in complying with legal obligations including under the Equality Act 2010 or where necessary to protect the vital interests of the Data Subject or of another natural person and where safeguards are in place to ensure that this Personal Data is kept secure. For the avoidance of doubt where special categories of Personal Data are collected it shall not be used for the purposes of automated decision making and/or profiling.

Special categories of data means Personal Data revealing:

- racial or ethnic origin;
- political opinions; religious or philosophical beliefs or trade union membership;
- genetic or biometric data that uniquely identifies you;
- data concerning your health, sex life or sexual orientation; or
- data relating to criminal convictions or offences or related security measures.

## Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation and other associated legislation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing pupil data

We hold pupil data for the periods of time as stated in the IRMS Records Management Schools Toolkit which can be accessed at [https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016\\_IRMS\\_Toolkit\\_for\\_Schools\\_v5\\_Master.pdf](https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf)

## Who we share pupil information with

Personal Data will be accessible by members of staff. Where necessary, volunteers, trustees and governors will also have access to Personal Data.

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We will disclose Personal Data to third parties:

- if we are under a duty to disclose or share your Personal Data in order to comply with any legal obligation; for example:
  - We share pupils' data with the Department for Education (DfE) in relation to school funding/ expenditure and the assessment of educational attainment in order to comply with our legal obligations as set out by acts of Parliament and associated legislation and guidance.
- in order to enforce any agreements with you;
- in order to perform contracts with third party suppliers for purposes listed in Section **Error! Reference source not found.** Our third party suppliers include:
  - schools that the pupils attend after leaving us
  - our local authority
  - the Department for Education (DfE)
  - other schools within the Acorn Multi Academy Trust
  - NHS & NHS screening programmes such as hearing & eye testing & immunisation programmes
  - Parentpay
  - Pupil Attainment Software Educator
- to protect the rights, property, or safety of the Trust, the school, other pupils or others. This includes exchanging information with other organisations for the purposes of child welfare.

This may include our Local Authority, the DfE, the Police and other organisations where necessary; for example, for the purposes of organising a school trip or otherwise enabling students to access

services or for the purposes of examination entry. Information may also be sent to other schools where necessary; for example, schools that pupils attend after leaving us.

The above listed third party suppliers will process data on our behalf. Therefore, we investigate these third party suppliers to ensure their compliance with Relevant Data Protection Laws and specify their obligations in written contracts.

## 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 and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The Department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

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.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the Department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

## How data will be processed

Personal Data may be processed in a variety of ways; this will include but is not limited to:

- maintaining written records for educational purposes;
- medical or allergy information displays;
- identification;
- sending by e-mail;
- adding to spreadsheets, word documents or similar for the purposes of assessing Personal Data;
- for educational software use (this could be for the purposes of helping children learn, discipline, reports and other educational purposes).

## Where we store data and how we keep data secure

Paper copies of Personal Data are kept securely at the schools; for example, in secure filing cabinets.

Electronic copies of Personal Data are kept securely and information will only be processed where we are satisfied that it is reasonably secure.

All information you provide to us is stored on secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. You must not share your password with anyone.

When giving Personal Data to third parties (for example, software providers) it is possible that this Personal Data could be stored in a location outside of the European Economic Area. We will take all steps reasonably necessary to ensure that your Personal Data is treated securely and in accordance with this privacy policy. In particular, any transfer of your Personal Data made by us to a location outside of the EEA will be governed by clauses in a written contract in order to keep these secure.

## Requesting access to your Personal Data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact [admin@acornacademy.org](mailto:admin@acornacademy.org) who will contact the individual school office and/or the Data Protection Officer.

You also have the right to:

- be informed about the collection and use of our data
- in certain circumstances, to restrict the manner in which we process your Personal Data
- in certain circumstances, object to processing of Personal Data
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate Personal Data rectified, blocked, erased or destroyed; and
- receive your Personal Data in a format that can be transferred
- claim compensation for damages caused by a breach of the Data Protection regulations

You can find out more about the way these rights work from the website of the Information Commissioner's Office (ICO).

## Requesting your data

Where the Trust holds Personal Data concerning you, you are entitled to access that Personal Data and the following information (unless an exception applies):

- a copy of the Personal Data we hold concerning you, provided by the Trust;
- details of why we hold that Personal Data;
- details of the categories of that Personal Data;
- details of the envisaged period for which that Personal Data will be stored, if possible;
- information as to the source of Personal Data where that Personal Data was not collected from you personally.

If you want to receive a copy of the information about your son/daughter that we hold, please contact us.

## Making a complaint

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 (ICO), the supervisory authority for data protection issued in England and

Wales, on the details below. The ICO is a wholly independent regulator established in order to enforce data protection law.

ICO Concerns website: [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

ICO Helpline: 0303 123 1113

ICO Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

ICO Postal Address: Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

## Contact

If you would like to discuss anything in this privacy notice, please contact:

[admin@acornacademy.org](mailto:admin@acornacademy.org)

## Changes to this notice

Any changes we make to this notice in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes.

This privacy policy was last updated on 25<sup>th</sup> November 2020