



Privacy Notice (How we use pupil information)

Why do we collect and use pupil information?

We collect and use pupil information under our legal requirements to provide education. The main pieces of legislation are:

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014

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 comply with the law regarding data sharing
- To share data for statutory inspections and audit purposes
- To complete the Education Health and Care Plans
- Safeguarding / Child Protection
- External accrediting / examination boards

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

- Personal information (such as name, unique pupil 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)
- Assessment information
- Relevant medical information
- Special Education Needs information
- Exclusions/behavioural information
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)
- Information from other agencies that support pupil learning and assessment (Speech and Language Therapy reports and advice, Occupational and Physiotherapy reports and advice, Educational Psychology reports and advice, other reports and advice from peripatetic professionals)

Aged 14+ qualifications

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications

Youth support services

What is different about 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

A parent / guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Our 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

For more information about services for young people, please visit our local authority website.

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, 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 varying lengths of time depending on what the information is. Please refer to the Freedom of Information Retention Schedule on the academy web-site.

Who do we share pupil information with?

We routinely share pupil information with:

- Schools / colleges or social enterprise firms that the pupil's attend after leaving us
- our local authority (Cambridgeshire County Council)
<https://www.cambridgeshire.gov.uk/data-protection-and-foi/information-and-data-sharing/>
- the Department for Education (DfE)
- Agencies we commission to deliver services on our behalf Educational Psychology, NHS services including the school nursing service and therapists, music therapists, social services.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our

policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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:

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

Requesting access to your personal data

Under data protection legislation, parents, carers 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 the Headteacher in the first instance, the headteacher may refer the request to the Academy Data Protection Officer.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- 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
- claim compensation for damages caused by a breach of the Data Protection regulations

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 <https://ico.org.uk/concerns/>

Contact:

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

The Headteacher, Affinity Multi Academy Trust (Meadowgate Academy) 01945 461836.
office@meadowgate.cambs.sch.uk Meadowgate Academy. Meadowgate Lane. Wisbech.
Cambridgeshire PE13 2JH

Academy Management Data Policy

The policy is available on the academy web-site, a paper copy can be sent on request. This is taken from the **Information Management Toolkit for Schools** version 5 February 2016 and details the standard information Schools and Academies hold on each pupil.

Storage of information

The majority of our data is stored securely on the ICT system managed by Cambridgeshire County Council and which is GDPR compliant. In addition we buy into specialist data management systems for;

- Recording and reporting pupil health matters such as medical needs, medication, emergency protocols and moving and handling protocols. These records are stored by the provider who provide a privacy notice ensuring they are GDPR compliant.
- Recording pupil attainment, sharing attainment data and records, including photographs, with parents / carers. The 'Earwig' and 'Tapestry' programmes are password protected and securely stored and GDPR compliant. Images are not stored on any hardware. External providers are required to give the academy access to their own Privacy Policy which must show GDPR compliance. The programme is populated by data taken from SIMS, the pupil name and class group and special education needs. All data stored on the cloud are destroyed according to GDPR regulations once the academy informs the provider at the appropriate time (birth plus 25 years).
- Pro-lo-quo (ipad app) this programme is specifically used for a small number of pupils as a communication aid, with the permission of parents / carers. Images are stored on the ipad.
- Video modelling. This is used to support pupils learning and practicing new or un-mastered skills. It involves showing a recording of a pupil undertaking a skill such as washing hands which the pupil can play back and copy. Images are stored on the ipad and the academy hosting.

Use of Pupil information around the classroom and academy, including images

Pupil images and information is available in classrooms and around the academy to support the development of pupils and for their protection. Parents and Carers are required to give consent for the use of such information and to inform the academy if they wish to withdraw this consent at any time. In all cases this information is used to support and develop the safety and education of the pupil

- Communication Passports – will have the pupil name and image. May contain family information such as names of parents and images and siblings if provided by the family. The passport is openly available in the classroom and may move with the pupil if they go to different lessons e.g. P.E. The passport may be shared with outside organisations such as respite carers, but only with specific parent / carer permission.
- Behaviour / Risk Assessment plans. These will have the name of the pupil and will be discreetly available in the classroom and shared with appropriate academy staff who work with the pupil. It will have the name and a description of any challenging behaviour or risks and ensure the safety of the pupil and consistent approach to management. Behaviour Plans and Risk Assessments are shared with parents / carers.
- Moving and Handling Plans. These will have the pupils name, and images showing how to move the pupil safely and will be displayed in the classroom / changing rooms / hydrotherapy / gym. They are created by the Occupational therapists and Physiotherapists and are a requirement to ensure the safe movement of a pupil.
- Social Stories. These are created to support a pupil who has difficulty understanding a new or un-mastered behaviour and may use photographs to enable the pupil to rehearse an activity or change. These may be shared with the home and respite carers with the guardians permission.
- Display Boards. The academy uses pupil images, in the main corridors, classrooms and specialist rooms to display achievements and elements of the pupils work to raise awareness and self-esteem. Parents / cares are asked to give permission for their general use.
- Assessment and recording. At present the academy is moving from paper images used for tracking and evidencing progress, towards a secure on-line system. The academy currently uses Learning Journeys and EHCP folders to track and evidence progress, for some pupils this is done by the use of images. From 2018 we will transition to an on-line system – see `Earwig` above.
- Wheelchair passports. Every pupil who may travel in a wheelchair on an academy vehicle is required by the academy to have a passport. This shows how the chair is to be safely clamped and must be readily available for all journeys. The passport is a small booklet which uses close up photographs of the wheelchair and clamping positions and is attached to the wheelchair so it is easily accessible to academy drivers and to local authority transport drivers if they wish to check. The book may contain some images of the pupil to show correct seating and use of seatbelts.

Appendix 1

This form can be adapted dependent on the amount of data the academy uses for different pupil groups.

Data Permission Form

Please read alongside the Privacy Notice available on the Academy web-site or as a paper copy on request.

Meadowgate Academy uses pupil data in written and image formats to improve the recording, tracking, teaching and communication of all pupils and students. We take seriously the security of your data and our pupils' data and are compliant with General Data Protection Regulations 2018

Please read the following permission statements and tick yes or no **to each statement**. The forms will not be re-sent, but should you wish to change your consent options at any time you may do so by contacting the Academy.

Assessment

I wish to have access to my son / daughter's on-line assessment and recording profile? **Yes** **No**

(This is the Earwig cloud based system that parents / carers / guardians can access via a password. You will need to provide an email address and your name for the provider to set up your account on the system)

You will only receive access to your own child's account.

I consent to documents containing images and data being put in my son / daughters school bag **Yes** **No**

(This enables the academy to send home the Communication Diaries, Learning Journals, Social Stories and day/day work and reports unsecured in the pupil's own bag)

I consent to images of my son / daughter being taken on secured (password protected) academy ipads.

Yes **No**

(This is required if we are to provide the attainment and progression evidence see 'Earwig')

I consent to the sharing of class images on 'Earwig' which may contain my child **Yes** **No**

Publicity and Displays

I consent to images of my child being used on the Academy web-site **Yes** **No**

I consent to images of my child being used around the Academy on display boards **Yes** **No**

I consent to images of my child being shown on the video screen in the reception area **Yes** **No**

I consent to images of my child being used in the Academy prospectus and public information books and leaflets (names are not used) **Yes** **No**

I consent to images of my child being used in the local and national press to show and promote the work and events at the Academy. Names are not used

Yes No

Pupil Name _____

Signed _____ Print Name _____

Date _____