

## **Pupil Privacy Notice**

### **Introduction**

We, Birmingham Diocesan Multi-Academy Trust, are the 'controllers' of the information which we collect about you ('personal data'). Being controllers of your personal data, we are responsible for how your data is processed. The word 'process' covers most things related to personal data, including collection, storage, use and destruction of that data.

This notice explains why and how we process your data, and explains the rights you have around your data, including the right to access it, and to object to the way it is processed. Please see the section on 'Your rights as a data subject' for more information.

Birmingham Diocesan Multi-Academy Trust Schools:

Austrey C of E Primary School - Warwickshire  
 Coleshill Church of England Primary School – Coleshill (North Warwickshire)  
 Hawkesley Church Primary Academy – Kings Norton  
 Holy Trinity Church of England Primary Academy - Handsworth  
 Nethersole Church of England Primary Academy – Polesworth (North Warwickshire)  
 Nonsuch Primary – Woodgate Valley  
 Newton Regis Church of England Primary School – Tamworth (Staffordshire)  
 Quinton Church Primary School  
 St. Clement's Church of England Primary Academy – Nechells  
 St George's Church of England Primary Academy – Edgbaston  
 St George's Church of England Primary Academy – Newtown  
 St Margaret's Church of England Primary School - Solihull  
 St Michael's Church of England Primary Academy – Handsworth  
 St Michael's Church of England Primary Academy – Bartley Green  
 Warton Nethersole's C.E. Primary School - Tamworth (Staffordshire)  
 Woodside Church of England Primary School – Warwickshire

We are an education organisation and our contact details are:

Address:	1 Colmore Row, Birmingham, B3 2BJ
Email:	<a href="mailto:enquiries@bdmatschools.com">enquiries@bdmatschools.com</a>
Telephone number:	0121 426 0403

Our Data Protection Officer (DPO) is Chris Manning, Chief Finance & Operations Officer, who can be contacted at 1 Colmore Row, Birmingham, B3 2BJ,

[c.manning@bdmatschools.com](mailto:c.manning@bdmatschools.com) or 0121 426 0403 if you have any queries about this notice or anything related to data protection.

### **Personal data**

'Personal data' is any information that relates to a living, identifiable person. This data can include your name, contact details, and other information we gather as part of our relationship with you.

It can also include 'special categories' of data, which is information about a person's race or ethnic origin, religious, political or other beliefs, physical or mental health, trade union membership, genetic or biometric data, or sexual orientation. The collection and use of these types of data is subject to strict controls. Similarly, information about criminal convictions and offences is also limited in the way it can be processed.

We are committed to protecting your personal data, whether it is in 'special categories' (as defined by the Information Commissioners Office) or not, and we only process data if we need to for a specific purpose, as explained below.

We collect your personal data mostly through our contact with you, and the data is usually provided by you, but in some instances, we may receive data about you from other people/organisations. We will explain when this might happen in this notice.

### **Pupil Information that we collect, hold and share**

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

- Personal information (such as names, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as pupil results)
- Medical Information (such as GP names and addresses, details of medical needs such as asthma, allergies, diabetes and other medical conditions)
- Special Educational Needs information (such as diagnosis if any, support in place, professional involved, assessment of need)

- Behaviour information (such as exclusions information, interventions in place, professionals involved if any)

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

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. **The**

### **lawful basis for which we use this information**

We collect and use pupil information under:

Article 6 of the GDPR where processing is necessary for compliance with a legal obligation to which the controller is subject: for example – The Education Act 1996 for data collection purposes (Departmental Censuses) – this information can be found in these census guide documents on the following website <https://www.gov.uk/education/data-collection-andcensuses-for-schools>

Article 9 of the GDPR where processing is necessary to protect the vital interests of the data subject where the data subject is physically or legally incapable of giving consent – for example in safeguarding a child(ren) or child protection.

### **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 in line with data retention guidelines, which is outlined in the IRMS [Information Management Toolkit for schools](#) and a copy is available on request.

## **Who we share and receive pupil information with/from**

We routinely share pupil information with and can on occasion receive information from:

- schools/academies that the pupil's attend after leaving us;
- our local authority;
- the Department for Education (DfE);
- The NHS;
- Schools nurses;
- Outsourced provider of dinner numbers and trips;
- Outsourced provider for text messaging services for pupils;
- Outsourced provider for free school meal entitlement tracker;
- Outsourced provider for reception children's academic progress;
- Outsourced provider for year 1 to year 6 assessment tracking; □ Outsourced provider for safeguarding monitoring of all pupils; □ Outsourced provider for e-learning service for pupils.
- **NHS Track and Trace**

## **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 the (DfE) under regulation 5 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/datacollection-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 the DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information that we hold about them. To make a request for your personal information, or be given access to your child's educational record, contact Chris Manning, Birmingham Diocesan Multi-Academy Trust, 1 Colmore Row, Birmingham, B3 2BJ

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, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Withdrawing consent**

If we have requested your right to consent to process your data, you may withdraw your consent in writing at any time.