



## Privacy Notice

### How we use student information

As your school we need to use information about you. We do this for several reasons. This form tells you what information we use about you and why we use it. It is especially important that information about you is kept safe. We explain below how the school keeps your information safe.

If you want to know anything about what we do with information about you then, please ask your teacher or speak to your parents/carer and ask them to contact the school. The school wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Officer who you can talk to, along with a contact in school who is the Office Manager. They can answer any questions you have about what the school does with your information. If you or your parents/carers want to speak to them, then you can do, or to contact the Trust Data Protection Officer please do so via email [DPO@atlp.org.uk](mailto:DPO@atlp.org.uk) or by post:

**F.A.O The Data Protection Officer  
The Arthur Terry Learning Partnership  
Kittoe Road  
Sutton Coldfield B74 4RZ**

### The categories of student information that we process include:

- Personal identifiers and contacts (such as name, unique student number, contact details and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

## How do we use your information

We will collect, hold, share and otherwise use information about you set out in the boxes below:

Name	Telephone and email contact details	Date of birth
Address	Assessment information	Details of previous/future schools
Unique student number	Behaviour information	Language(s)
Nationality	Country of birth	Eligibility for free school meals
Photographs	Attendance information	CCTV images

We will also collect, hold, share and otherwise use some information about you which is “Special category personal data” and we will take extra care to make sure that this is kept safe:

Racial or ethnic origin	Religious beliefs	Special educational needs and disability information
Medical/ health information	Genetic and biometric data	Information relating to keeping you safe
Sexual life	Sexual orientation	Dietary requirements

This list is not exhaustive, to access the current list of categories of information we process please see [Policies – The Arthur Terry Learning Partnership \(atlp.org.uk\)](https://atlp.org.uk/Policies)

## Why we collect and use student information

We collect and use student information, for the following purposes:

- To support student learning
- To monitor and report on student attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us for the Department for Education (DfE) data collections
- To make sure everyone is treated fairly and equally
- To keep students at the school safe and secure
- To deal with emergencies involving students
- To celebrate achievements
- To provide reports and additional information to parents/carers

## Purpose

This information is used to:

- Provide students with an education
- Allocate the correct teaching resource
- Provide any additional support
- To ensure safety of students whilst in our care

Please note this list is not exhaustive.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing student information are:

- Consent: the individual has given clear consent for us to process their personal data for a specific purpose.
- Contract: the processing is necessary for a contract we have with the individual, or because they have asked us to take specific steps before entering into a contract.
- Legal obligation: the processing is necessary for us to comply with the law (not including contractual obligations).
- Vital interests: the processing is necessary to protect someone's life
- Public task: the processing is necessary for us to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.
- Legitimate interests: the processing is necessary for our legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

In addition, concerning any **special category data**:

- The data subject has given explicit consent
- Processing is necessary for the purposes of carrying out the obligations
- Processing is necessary to protect the vital interests of the data subject
- Processing is carried out in the course of its legitimate activities
- Processing relates to personal data which are manifestly made public by the data subject
- Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- Processing is necessary for reasons of substantial public interest
- Processing is necessary for the purposes of preventive or occupational medicine
- Processing is necessary for reasons of public interest in the area of public health
- Processing is necessary for archiving purposes in the public interest

For more information, see the lawful basis for processing page on the ICO website and the data protection toolkit for schools.

## Collecting student information

We collect student information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school

Student data is essential for the schools' operational use. Whilst the majority of student information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the UK GDPR, we will inform you at the point of collection, whether you are required to provide certain student information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

## Storing student data

We hold student data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit <https://irms.org.uk/page/SchoolsToolkit>.

We will hold information relating to students only for as long as necessary. How long we need to hold on to any information will depend on the type of information. When students change school, we will usually pass the information on to the new school.

## Who we share student information with

We routinely share student information with:

- Schools that the students attend after leaving us
- Local Authority
- Youth Support Services (students aged 13+)
- The Department for Education (DfE)
- Government or health agencies in the interests of public health.
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors
- School nurse, NHS team for the purposes of health

## Why we regularly share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so. This section allows you to expand on why you routinely share information with the list of named recipients.

### Youth support services

- **Students aged 13+**

Once our students reach the age of 13, we also pass student 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 / student once they reach the age 16.

Data is securely transferred to the youth support service via a secure file transferring system and is stored within local authority software.

- **Students aged 16+**

We will also share certain information about students 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

Data is securely transferred to the youth support service via a secure file transferring system and is stored within local authority software.

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

## **Department for Education (DfE)**

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 about our students with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

- Section 537A of the Education Act 1996
- The Education Act 1996 s29(3)
- The Education (school performance information) (England) regulations 2007
- Regulations 5 and 8 School information (England) regulation 2008
- The Education (Student registration) (England) (Amendment) regulations 2013

All data is transferred securely and held by the Department for Education (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.

## Requesting access to your personal data

Under data protection legislation, parents and students 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 your school office manager who will liaise with the **Data Protection Officer**

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint 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/>

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.

## Withdrawal of consent and the right to lodge a complaint

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

## 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 April 2023

## Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs Katie Astbury [dpo@atlp.org.uk](mailto:dpo@atlp.org.uk) (Data Protection Officer)

## Version Control

Updated April 2023

Updated to reflect

- DfE guidance
- ATLP DPO contact details
- Why we collect and what information we use
- Purpose of collecting data
- How government uses your data
- Amendment of 'Pupil' to 'student' throughout the document

## Appendix 1: How Government uses your data

The student data that we lawfully share with the the Department for Education (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 Student 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 (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### The National Pupil Database (NPD)

Much of the data about students in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education (DfE) and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education (DfE).

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.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

### Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share students' 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

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 student 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 Data Protection Act 2018, 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

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>

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