



PORTSMOUTH AND WINCHESTER DIOCESAN ACADEMIES TRUST



Privacy Notice (How we use pupil information)

PRIVACY NOTICE FOR ACADEMIES WITHIN THE TRUST TO ISSUE TO PARENTS UPON PUPIL ADMISSION TO THE ACADEMY AND ANNUALLY THEREAFTER

Who we are

ST BLASIUS CHURCH OF ENGLAND PRIMARY ACADEMY is a member of the Portsmouth & Winchester Diocesan Academies Trust ("Trust"). The Trust is registered as a data controller with the Information Commissioner's Office (Registration Number: ZA080425) for the purposes of all current and relevant Data Protection Laws. Mrs Fiona Perkins is the Data Protection Officer for the Trust. She may be contacted on 02392 899682 or fiona.perkins@portsmouth.anglican.org. Further information may also be obtained by visiting the Trust's website www.pwdat.org

The type of information we collect, receive and hold

We collect and may receive the following information about pupils from their previous pre-school/school/academy/setting, the Local Authority, our own Trust, other Single or Multi-Academy Trusts, other Local Authorities and/or the Department of Education (DfE) or Education Funding and Skills Agency.

- 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/behavioural/exclusion information (such as sessions attended, number of absences and absence reasons)
- Assessments
- Relevant medical information
- Any special education needs
- Information relating to safeguarding/child protection
- CCTV images
- Photographs (if consent is obtained)

Why we collect and use this information

We use the pupil data:

- To safeguard pupils
- 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
- For statistical forecasting and planning
- To maintain the health of the pupils under our care
- To contribute to the reduction of inequalities

Why we hold your/your child's personal data and what gives us the right to do so

As a Multi-Academy Trust, Portsmouth and Winchester Diocesan Academies Trust processes the personal data of its employees, pupils, parents, trustees, suppliers, local governors and visitors so that it may manage educational establishments in accordance with the law.

The Trust and academy processes the personal information of its pupils and their parents, to record their progress for statistical purposes and so that at least an annual written report may be provided as required by law. For a child's protection, medical conditions and any other risk of harm will be documented. To meet with regulations, the Trust and academy may note behavioural standards and to record further information in the event of an accident or incident.

Annually, the academy will write to each child/parent to gain permission to obtain and/or publish images when it is appropriate e.g. sports event. If the Trust does not receive a reply, it will consider no agreement has been given. You may also withdraw this consent at any point.

Please see the processing conditions (including the key laws that apply) that provides the Trust with the right to manage personal data*

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 all current and relevant Data Protection Laws 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 are required to hold some pupil data securely until the individuals are 25 years old. Further details are available from our website <http://www.pwdat.org/policies-alphabetical-order/> or by contacting our Data Protection Officer. Both details are found at the beginning of this notice.

Who we share pupil information with

The Trust and academy have local arrangements in place where information is exchanged with medical professionals, extended school, pre-school and secondary education providers,

Early Years teams, PTA, Early Help/MASH Team, educational psychologists, speech therapists and Children's Services.

We also routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Our Local Authorities
- The Department for Education (DfE) and Education & Skills Funding Agency (ESFA)
- Examining bodies
- Providers of education services and products – we have sought appropriate assurance where data is stored offsite by the providers including where data is transferred outside of the European Economic Area (EEA)
- Our regulator
- Health and police authorities (where it is necessary to do so)

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/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>

Requesting access to personal data (Subject Access Request)

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, please contact our academy office using the details provided in the admission pack. Please note that child protection information will not be released unless cleared by Children's Services and/or the relevant County Council or Trust Legal Departments to do so.

You also have the right to:

- Object to decisions being taken by automated means
- In certain circumstances, have personal data rectified, erased, moved, or you may object to or have processing of personal data restricted

- Claim compensation for damages caused by a breach of the Data Protection regulations

Complaints

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the academy Principal in the first instance. If you remain unsatisfied with the situation, you may contact the Trust's Data Protection Officer. Their details are shown at the top of this notice. Alternatively, you can contact the Information Commissioner's Office:

Report a concern online at: <https://ico.org.uk/concerns/>

Call: 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

*Legal processing conditions

Consent: the individual has given clear consent for you to process their personal data for a specific purpose. - Children's photographic images (does not apply for CCTV or bodycam images)

Legal obligation: the processing is necessary for you to comply with the law:

- Education (Independent School Standards) Regulations 2014 32(1)(f) - "an annual written report of each registered pupil's progress and attainment...."
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) 12(1) – "The responsible person must keep a record of any (a) reportable incident...."
- The Education (Independent School Standards) Regulations 2014 9(c) – "a record is kept of the sanctions imposed upon pupils for serious misbehaviour"
- (Departmental Censuses) are the Education Act 1996 – this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Vital interests: the processing is necessary to protect someone's life - Safeguarding of children.

Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

Special Category Data – race, ethnic origin, religion, genetics, biometrics, health or sexual orientation

Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.

Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards.

Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with legislation, based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Portsmouth & Winchester Diocesan Academies Trust, a company limited by guarantee.
Registered in England & Wales No. 8161468.

Registered Office: 1st Floor Peninsular House, Wharf Rd, Portsmouth PO2 8HB



PORTSMOUTH AND WINCHESTER DIOCESAN ACADEMIES TRUST



Privacy Notice (How we use personal information)

**PRIVACY NOTICE FOR ACADEMIES WITHIN THE TRUST TO ISSUE TO STAFF,
VOLUNTEERS AND GOVERNORS TO THE ACADEMY AND ANNUALLY THEREAFTER**

Who we are

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The type of information we collect, receive and hold

We collect and may receive the following information about employees, suppliers, visitors, members, directors and local governors. Where it is necessary to their relationship with the Trust, we collect the following:

- Personal information (such as name date of birth, gender and address)
- Characteristics (such as ethnicity, language, nationality and country of birth)
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including interview documentation, evidence of identity ,copies of right to work documentation, references, DBS & Section128 clearance and other information included in a covering letter and application form as part of the application process
- Qualifications and employment records, including copy of certificates of qualifications gained, work history, job titles, working hours, training records and professional memberships
- Performance and capability information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence/passport and other valid identification e.g. Certificate of Motor Insurance
- Photographs
- CCTV footage

- Data about an individual's use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. Where applicable, this includes information about:

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

Why we collect and use this information

Where appropriate, we use this data:

- To assess the quality of our services
- To comply with the law regarding data sharing
- For statistical forecasting and planning
- To enable our staff to be paid
- To facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- To support effective performance management
- To allow better financial modelling and planning
- To enable ethnicity and disability monitoring
- To improve the management of workforce data across the sector
- To support the work of the School Teachers' Review Body

Why we hold personal data and what gives us the right to do so

As a Multi-Academy Trust, Portsmouth and Winchester Diocesan Academies Trust processes the personal data of its employees, pupils, parents, trustees, suppliers, local governors and visitors so that it may manage educational establishments in accordance with the law.

The processing of this personal data is necessary for employment/supplier contracts to which each employee/supplier and the Trust are parties. Further employee information is taken in order to support the Trust's health and safety responsibilities, for statistical analysis, to pay commitments on their behalf and to ensure that they are able to undertake the tasks allocated to them. Where necessary, the Trust is also required by law to obtain and document suitability checks (e.g. Disclosure and Barring, Section 128 and qualifications) and record further information in the event of an accident or incident.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Please see the processing conditions (including the key laws that apply) that provides the Trust with the right to manage personal data*

Collecting personal information

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

Storing personal data

We are required to hold personal data securely, use/retain it for purpose/s for which it was collected until it is no longer required for this reason. Further details are available from our website <http://www.pwdat.org/policies-alphabetical-order/> or by contacting our Data Protection Officer. Both details are found at the beginning of this notice.

Who we share personal information with

We do not share information about our employees/suppliers/visitors/members/directors/local governors with anyone without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our Local Authorities
- The Department for Education (DfE) and Education & Skills Funding Agency (ESFA)
- Examining bodies
- Providers of support services and products – we have sought appropriate assurance where data is stored offsite by the providers including where data is transferred outside of the European Economic Authority (EEA)
- Trade unions and associations
- Our auditors
- Our regulator
- Health and policie authorities (where it is necessary to do so)
- Professional advisers and consultants
- Professional bodies
- Employment and recruitment agencies

Requesting access to personal data (Subject Access Request)

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information, please contact our Data Protection Officer using the details at the beginning of this notice.

You also have the right to:

- Object to decisions being taken by automated means
- Prevent your data being used to send direct marketing
- In certain circumstances, have personal data rectified, erased, moved, or you may object to or have processing of personal data restricted
- Claim compensation for damages caused by a breach of the Data Protection regulations

Complaints

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the Data Protection Officer. Their details are shown at the top of this notice. Alternatively, you can contact the Information Commissioner's Office

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

*Legal processing conditions

Consent: the individual has given clear consent for you to process their personal data for a specific purpose

Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations). For example:

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) 12(1) – “The responsible person must keep a record of any (a) reportable incident...”
- The Education (Independent School Standards) Regulations 2014 18(2)(d) – “...an enhanced criminal record certificate is obtained....”

Vital interests: the processing is necessary to protect someone's life (Safeguarding)

Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

Special Category Data – race, ethnic origin, religion, genetics, biometrics, health or sexual orientation

Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject

Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards

Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be

proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Criminal Offence Data

Processing of personal data relating to criminal convictions and offences or related security measures based on Article 6(1) shall be carried out only under the control of official authority or when the processing is authorised by Union or Member State law providing for appropriate safeguards for the rights and freedoms of data subjects. Any comprehensive register of criminal convictions shall be kept only under the control of official authority.”

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