



Privacy Notice for Pupils

V1.6

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Introduction

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Faringdon Learning Trust (FLT), are the 'data controller' for the purposes of data protection law.

Our data protection officer is: The Trust Operations Manager (see 'Contact us' below).

The personal data we hold

Personal data that we collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics such as ethnic background, eligibility for free school meals
- Special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Behaviour records
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school (where applicable)

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- Where there is a cashless financial system Biometrics

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Provide appropriate pupil welfare
- Assess the quality of our services
- To keep children safe (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us by the Department for Education

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a **legal obligation**
- We need it to perform an official task, known as **public task**

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained **consent** to use it in a certain way
- We need to protect the individual's **vital interests** (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

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Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

We collect pupil information via

- Data provided by the local authority
- Data collection through the pupil registration documents
- Through the Common Transfer File (CTF) from previous school

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Data Retention Policy sets out how long we keep information about pupils.

The Data Retention policy is available online via the school websites and the FLT website.

Data Sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

When we share information we will have ensured that the organisation we are sharing data with is compliant with the Data Protection Act (2018).

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Where we have a legal obligation or required as a public task, we may share personal information about pupils with:

- Local Education Authority (LEA); to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- The Department for Education; to meet our statutory obligations to report information such as census data and assessment data.
- The pupil's family and representatives; for data processing and contact at school level
- Educators and examining bodies.
- Our regulator Ofsted; to meet our statutory obligations to report information such as census data and assessment data.
- Suppliers and service providers; to enable them to provide the service we have contracted them for.
- Financial organisations e.g. the Educational Skills and Funding Agency – to enable us to meet our statutory requirements for finance and audit, for reporting purposes.
- Central and local government; to meet our legal obligations to share certain information where required.
- Our auditors; to enable us to meet our statutory requirements for finance and audit, for reporting purposes.
- Health authorities and organisations such as CAHMS, Speech and Language, School Nurse and other NHS services - to meet our legal obligations to share certain information, including safeguarding or as vital interest.
- Security organisations; to enable us to keep our sites safe and secure.
- Professional advisers and consultants; to ensure we meet Trust and national targets for progress and attainment; to ensure we meet legal obligations surrounding finance etc.
- Charities and voluntary organisations; to help fulfil our duty of care towards our pupils.
- Police forces, courts, tribunals; to meet our legal obligations to share certain information with these bodies, including safeguarding concerns and exclusion.

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- Professional bodies.
- If your child moves to home-schooling the records are transferred to the Local Authority.
- The school that the pupil attends after leaving the school setting.

Youth support services – pupils aged 13+

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to the Local Authority in which the school is located, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to the Local Authority.

Youth support services – 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

A child / pupil once they reach the age of 16 can object to only their name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

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Data is securely transferred to the youth support service via secure methods and is stored securely and held for the time as defined in our Data Retention Policy.

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

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early year's census under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department of Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- The Schools Admission Code, including conducting Fair Access Panels.

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Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. In the UK only children aged 12 or over are able to give consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Within FLT we meet the standard required of maintained schools to give access to their child's **educational record**. To request access, please contact your school's office.

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Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to 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

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Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

- c/o GDPR Trust Lead, Faringdon Learning Trust, Fernham Road, Faringdon, SN7 7LB

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.

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