

Privacy Notice (How we use pupil information)

Who processes your information?

United Endeavour Trust is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mr John Dooley acts as a representative for the Trust with regard to its data controller responsibilities; he can be contacted on 01782 973000 or john.dooley@uetrust.org. The Principal at each academy will be responsible in ensuring requests are directed to the appropriate team to respond to requests made.

Mrs Sophie Dutton-Johnson is the Data Protection Officer (DPO). Her role is to oversee and monitor the Trust's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01782 367650 or DPO@uetrust.org.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the Trust to share your data. Where the Trust outsources data to a third party processor, the same data protection standards that United Endeavour Trust upholds are imposed on the processor.

A list of service providers are routinely checked for security and data protection regulation compliance, and can be accessed at the following link. <http://www.uetrust.org/wp-content/uploads/2018/05/Appendix-C-List-of-Services-and-providers.docx>

Why do we collect and use your information?

United Endeavour Trust holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service

- To comply with the law regarding data sharing

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Contact details for parents and carers
- Post 16 destinations and learning information
- Safeguarding and Child Protection reports and disclosures
- Photographs and video clips
- Biometric Data
- CCTV images

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at United Endeavour Trust and their families is stored in line with the school's GDPR Data Retention Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

We are legally required to share student's data with the DfE on a statutory basis. This data sharing underpins academy funding and educational attainment policy and monitoring.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. United Endeavour Trust is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our

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pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

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 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.

Once our pupils reach the age of 13, we are required by law to pass on certain information to our LA or youth support services, who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data of pupils who are aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all pupils and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth are passed to the LA or youth support services, by informing the Academy Data Administration team via email or letter. Once pupils reach 16 years of age, this right is transferred to them, rather than their parents. For more information regarding services for young people, please visit our LA's website: <https://www.staffordshire.gov.uk/education/home.aspx>.

We are also required to pass certain personal information to careers services once pupils reach the age of 16.

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how United Endeavour Trust uses your personal data.
- Request access to the personal data that United Endeavour Trust holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.

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- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

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/>

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (www.uetrust.org/privacy-notice) or contact:

United Endeavour Trust DPO – 01782 367650 or DPO@uetrust.org

United Endeavour Trust are committed to protecting your data. In order to do this effectively and to be compliant with the GDPR we will review and update this Privacy Notice when necessary.

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