



# Appendix 1 of the BLT Data Protection Policy

## Privacy Notice for Pupils and Parents

### Who processes your information?

Brook Learning Trust and its academies are the data controllers of the personal information you provide to us. This means the Trust and its academies are responsible for deciding how information you provide us with is used. We refer to your information as “personal data” and when we use your information in different ways, this is called “processing”. The General Data Protection Regulation (GDPR) 2018 outlines how personal data should be protected and used appropriately by organisations.

In some cases, your personal data will be shared with other people, organisations or companies. This sharing will only occur after we have sought your permission (consent), unless the law requires us to do so. If we share your personal data outside of school, we ensure that the same data protection standards are upheld by other people involved in processing your personal data.

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

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Images (such as photographs and CCTV images)
- Special educational needs
- Medical and administration (such as doctors information, student health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment, attainment and progress information
- Examination information (including entries and results)
- Behavioural information (such as exclusions and any relevant intervention or alternative provision put in place)
- Assessment and examination information
- Welfare information
- Post 16 learning information

### Why do we collect and use your information?

Brook Learning Trust and its academies hold the 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, Local Authority and/or the Department for Education (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
- To keep children safe (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us for DfE data collections.

#### **Which data are collected?**

- Personal information – eg names, pupil numbers and addresses
- Characteristics – eg ethnicity, language, nationality, country of birth & free school meal eligibility
- Attendance information – eg number of absences and absence reasons
- Assessment information – eg national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – eg behaviour incidents and temporary exclusions
- Photographs – Your child's photograph will be captured by our chosen external school photography company, Tempest (for The High Weald Academy and The Hayesbrook School) and Van Cols (for The Ebbsfleet Academy) and will be made available for you to purchase. These images will be used to aid our records management, safeguarding and attendance procedures. Historical images of students will be retained after they have left the academy
- Assessment and examination information
- Welfare and other pastoral support information
- Biometric information – eg digital finger prints to support our cashless catering and payment systems.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis, 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.

Sometimes, we may also use your personal information where:

- You or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest).

Where we have your permission to use your data, you or your parents/carers may withdraw this at any time. We will make it clear when we ask permission, and explain how to go about withdrawing consent.

The categories of parent information that the Trust/academy collects, holds and shares includes the following:

- Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Financial information where appropriate, e.g. to check eligibility for Free School Meals
- Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns.

#### **How long is your data stored for?**

Personal data relating to pupils at a Brook Learning Trust academy and their families are stored in line with the Trust's Data Protection Policy.

In accordance with GDPR, the Trust and its academies do not store personal data indefinitely; data

are only stored for as long as is necessary to complete the task for which they were originally collected.

### **Will my information be shared?**

The Trust and its academies are required to share pupils' data with the 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.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Brook Learning Trust and its academies are 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 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.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

To find out more about the NPD, go to

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

### **Why we regularly share pupil information**

The Trust and its academies do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. The school routinely shares pupils' information with:

- Your family and representatives
- The DfE
- The Local Authority (Kent County Council)
- The local NHS Trusts
- Pupils' destinations upon leaving the academy
- Educators and examining bodies
- Providers of our education welfare services
- Providers of our education psychology services
- Providers of our student counsellor services
- Our external auditors
- Survey and research organisations
- Health and Social welfare organisations
- Professional advisers and consultants
- Police and PCSO services
- External sports coaches
- CAMHS (Child and Adolescent Mental Health Service)
- Local forums with schools and relevant Local Authority representatives which support in-year fair access processes and support managed moves between schools
- Local multi-agency forums which provide SEND advice, support and guidance (such as Local Inclusion Forum Team (LIFT))
- Other academies within our Trust, to enable the moderation of pupil assessment outcomes
- Our regulator, Ofsted.
- Contracted providers of services (such as school photographers and catering providers) where consent has been given

## Youth support services

### Pupils aged 13+

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

### 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.

## 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:

- Request access to the personal data that the Trust and its academies hold
- 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
- 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.

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

## Where can you find out more information?

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-recieved>

To contact DfE: <https://www.gov.uk/contact-dfe>

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>

## Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information held about them. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Officer via [dpo@brooklearningtrust.org.uk](mailto:dpo@brooklearningtrust.org.uk) or by writing to Brook Learning Trust, The High Weald Academy, Angley Road, Cranbrook, Kent TN17

2PJ. Please address letters: For the attention of the Data Protection Officer.

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
- A right to seek redress, either through the ICO, or through the courts

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/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: [dpo@brooklearningtrust.org.uk](mailto:dpo@brooklearningtrust.org.uk).