



RAY ACADEMY TRUST



Pupil Data Privacy Notice

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Approved by: Board of Trustees

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Last reviewed on:

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RAY Academy Trust Privacy Notice (How we use pupil information)

The categories of pupil information that we collect, hold and share include:

- 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 information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special Education Needs information
- Exclusions/behavioural information
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)
- Any other information relevant to safeguarding or child protection
- Photos and video images of pupils in school

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to safeguard pupils and provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- To share data for statutory inspections and audit purposes
- Photos and video images are used for purposes of identification, for displays and for use on the school website

The lawful basis on which we use this information

We collect and use pupil information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 6, and Article 9 (GDPR) – from 25 May 2018 (includes special category data)
- Photos and video images are collected and stored only with specific parental consent

The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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 the General Data Protection Regulation, 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 hold pupil data for varying lengths of time depending on what the information is. Decisions on how long data is stored for follow guidance published in the Information and Records Management Society Retention Guidelines for Schools Retention Schedule

Basic file description	Retention Period	Action at the end of the administrative life of the record
Admission Registers	Date of last entry in the book (or file) + 6 years These records are no longer generated in paper but electronically in SIMS	Retain in the school for 6 years from the date of the last entry then consider transfer to Archives
Attendance registers	Date of last entry + 3 years	SECURE DISPOSAL
Pupil files (including progress and assessment reports)	Retain for the time which the pupil remains at the primary school	Transfer to the secondary school (or other primary school) when the child leaves the school.
Parental permission slips for school trips – where there has been no major incident	Conclusion of the trip	SECURE DISPOSAL
Parental permission slips for school trips where there has been a major incident	DOB of the pupil involved in the incident + 25 years The permission slips for all pupils on the trip need to be retained to show that the rules had been followed by all pupils	SECURE DISPOSAL

Any other records created in the course of contact with pupils	Current year + 3 years	Review at the end of 3 years and either allocate a further retention period or SECURE DISPOSAL
Special Educational Needs files, reviews and Individual Education Plans	DOB of the pupil + 25 year ¹	SECURE DISPOSAL
Correspondence Relating to Authorised Absence and issues	Date of absence + 2 years	SECURE DISPOSAL
Examination results Public Internal examination results	Year of Yr 6 examinations + 6 years Current year + 5 years	SECURE DISPOSAL
Education and Health Care Plan	DOB + 30 years	SECURE DISPOSAL unless legal action is pending
Proposed or amended Education and Health Care Plan	DOB + 30 years	SECURE DISPOSAL unless legal action is pending
Advice and information to parents regarding educational needs	Closure + 12 years	SECURE DISPOSAL unless legal action is pending
Accessibility Strategy	Closure + 12 years	SECURE DISPOSAL unless legal action is pending
Accident reports	DOB of child + 25 years	SECURE DISPOSAL unless legal action is pending
Child Protection Files	DOB of child + 25 years	SECURE DISPOSAL unless legal action is pending
Admissions appeals (if successful)	Added to pupil file	
Admissions appeals (if unsuccessful)	Resolution of case + 1 year	SECURE DISPOSAL
Complaints correspondence	Date of resolution of complaint + 6 years	Review for further retention in the case of contentious disputes SECURE DISPOSAL routine complaints

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority (Waltham Forest Council) <https://walthamforest.gov.uk/>
- the Department for Education (DfE)

In individual cases where there may be concerns regarding a child's health or safeguarding we may also share information with external agencies such as

- NHS
- Police
- Social services

Information is also shared with the following agencies we commission to deliver services on our behalf:

- SBS MIS Support Consultant
- Rees Solutions ICT Technical Support
- Call Divert Pupil Absence Monitoring
- Co-Ed Education Attendance Ltd

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 your personal data

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 child's personal information, contact your school's Headteacher in the first instance (office@rapsch.co.uk) or, if this is unsuccessful, the Trust's Data Protection Officer: Maryline.Alvis@walthamforest.gov.uk

You also have the right to:

- withdraw consent to processing at any time where consent is the lawful basis for processing
- 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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact, in the first instance your school's headteacher, or:

Matthew Hanks

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Maryline Alvis

Data Protection Officer

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