



Privacy Notice – Students, Parents and Carers

(How we use student, parent and carer information)

The schools / academies within Uffculme Academy Trust need to collect, store and process data on students, parents and carers in order to be able to safeguard students and keep parents informed about students' safety, welfare and progress. The data is also used to keep parents updated on whole school events, progress and activities. Only essential data is held and there are clear processes in place that govern how we collect, use, store and share the data.

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 your personal data and that of your child.

We, Uffculme Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs Amy Brittan (see 'Contact us' below).

The personal data we hold on students

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school
- IP addresses for devices that access our school network, to share with Police CyberAlarm to protect the school network and detect unlawful activity such as attacks on our systems
- Biometric Data (from child's thumbprint) where consent has been given
- Details of where you go when you leave us at 16

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

The personal data we hold on parents and carers

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

- Contact details and contact preferences
- Correspondence and complaints
- Payment details for Nursery fees
- We may also hold some information about parents if their child has a Safeguarding folder

Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress - check how you're doing in all subjects and work out whether you or your teachers need any extra help
- Provide appropriate pastoral care
- Protect student welfare
- Track how well the school and Trust is performing
- Administer admissions waiting lists

- Protect the assets of the Trust
- Carry out research or audits (to ensure compliance with our legal obligations)
- To provide catering and payment services
- To assess eligibility for bursaries and grants
- Comply with the law regarding data sharing
- To keep you informed

Our legal basis for using this data

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

- We need to comply with the law (*Article 6(1)(c) of UK GDPR*)
- We need to use it to carry out a task in the public interest (in order to provide you with an education) (*Article 6(1)(e) of UK GDPR*)

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 (*Article 6(1)(a) of UK GDPR*)
- We need to protect your interests (or someone else's interest) e.g. in a life or death situation (*Article 6(1)(d) of UK GDPR*)
- We may also collect and use information about your health or other protected characteristics such as your religion or ethnicity. These are special categories of personal information, and we will only collect and use it when it is necessary for public health, e.g. protecting against serious threats to health. The legal basis here is *Article 9(2)(i) of UK GDPR*.

Public Health England also has special permission from the Secretary of State for Health and Social Care to use personally identifiable information without your permission where this is in the public interest. This is known as 'Section 251' approval and includes the use of the information collected by NHS Test and Trace to help protect the public from coronavirus. The part of the law that applies here is Section 251 of the National Health Service Act 2006 and the associated Health Service (Control of Patient Information) Regulations 2002.

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

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We keep personal information about students while they are attending our schools. We may also keep it beyond their attendance at our schools if this is necessary in order to comply with our legal obligations. Our record retention schedule/records management policy is based on the [Information and Records Management Society's toolkit for schools](#) and sets out how long we keep information about students.

The Trust is aware of the legal hold placed on the destruction of pupil files by the Independent Inquiry Into Child Sexual Abuse (IICSA) and we are retaining pupil personnel files until the publication of their final report and recommendations about file retention.

Data sharing

We do not share information about students, parents or carers with any third party 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 students with:

Who we share with	Why we share
Our local authority	To meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions
The Department for Education	We have to do this by law. This data sharing underpins school funding, educational policy and funding
Other Schools	We will transfer your student record, which consists of basic information, assessment data, any educational support, and any safeguarding records. We may share some information in advance if it will enable your next school to provide effective and timely support
Our own in-house Careers Advisor	To be able to offer students advice on their choices when they leave school
Police forces, courts, tribunals and security services	As we are required to by law
Students family and representatives	To keep you informed on the progress, health and wellbeing of your child
Educators and examining bodies	To ensure that students are entered for exams and that their results are recorded

Health and social welfare organisations	Such as the school nurse, the Education Welfare Officer or other pastoral support service providers to help look after the health and wellbeing of students
Our payment service providers	So that you can pay for meals, trips, tickets, resources and activities.
Providers of electronic learning resources	To allow you to use their resources in class and at home
Google Classroom	A suite of online tools that can be used by the school. The tools include a class 'blog', the ability for us to set tasks for learners and provide feedback. It has online software including Google versions of Word, PowerPoint and Excel.

National Student Database

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Student Database](#) (NPD), which is owned and managed by the Department 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.

Youth support services

Once our students reach the age of 13, we are legally required to pass on certain information about them to local authority youth support services, 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 students 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 local authority youth support services.

Transferring data internationally

We have audited where we store all the personal data processed in school and by third party services. If a third party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from the school.

Parents and students' 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.

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.

Parents/carers are also able to access to their child's **educational record**. To request access, please contact the Data Protection Officer

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
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)

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

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**: dposchools@somerset.gov.uk

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

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