

Privacy Notice (how we use pupil information)



REVIEW OF THE POLICY

The Policy is reviewed annually. Those involved with the review are:

The Trustees of Gosforth Federated Academies Trustess through JPA Local Advisory Group Meetings.

At Jesmond Park Academy we collect information from pupils and from their parents and carers. We may also receive information about pupils from their previous schools.

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

- Personal information (such as name, unique pupil number, address, next of kin);
- Characteristics (such as ethnicity, language, nationality, country of birth and free academy meal eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as examination and test results);
- Medical information (such as medical conditions about which the academy need to be aware);
- Special educational needs information (such as information of pupils' learning needs);
- Behavioural information (such as exclusions from schools)

Why we collect and use this information

We use the pupil data:

- to admit pupils to the Academy;
- to support pupil learning (including online resources);
- to monitor and report on pupil progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under the General Data Protection Regulation (GDPR). Under this European rule we collect and use the information we gather to allow the Academy to complete its public task in providing education to pupils. The processing is necessary for the Academy to perform its functions to pupils and parents.

There will also be occasions when we need to collect sensitive information, for example, about your educational needs or health. The processing of this information is necessary to allow the Academy to carry out its obligations in providing your education and to keep you safe (conditions (b) and (g) of the GDPR Article 9(2)).

In some circumstances your consent will be needed and this will be used as the lawful basis for collecting information, when we take photographs for the website, for example, or needing your fingerprints to pay for your academy meals. On these occasions we will let you know when your explicit consent is required.

Collecting pupil information

Whilst the majority of pupil information you provide us is compulsory, 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.

Storing pupil data

We do not hold pupil information for longer than is necessary. The Academy has a schedule that lists the length of times that we keep different pupil records and how they are disposed of when they are no longer needed.

Who we share pupil information with

To ensure we abide by the law we routinely share pupil information with:

- schools that pupils attend after leaving us;
- our local authorities;
- the Department for Education (DfE);
- the National Health Service

We will also share information with other people and organisations like official academy photographers and travel companies with whom we arrange educational visits.

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 academy 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 academy census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/pupil once he/she reaches the age of 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

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

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in school and academies 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, academies, 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 Academy 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 personal information, or be given access to your child's educational record, please submit your written request to the Academy's Data Protection Officer at dpo@jesmondparkacademy.org.uk. Alternatively please write to:

The Data Protection Officer, Jesmond Park Academy, Jesmond Park West, Newcastle upon Tyne, NE7 7DP

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; 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 also contact the Data Protection Officer at the addresses above.

Date approved:	September 2019
Signed:
Date to be reviewed:	September 2020