

Privacy Notice – Pupils & Families

Your school is a member of The Good Shepherd Multi Academy Trust. This means that you have a legal right to be informed about how the Trust as the 'data controller' uses any personal or pupil information that we hold.

The Categories of pupil information we hold:

As a Trust delivering education we have a legal right to collect and use personal data relating to the pupils that attend our schools and their families and may also receive information regarding them from other places like previous schools, the local authority and the DfE. The data we hold includes:

- Personal information & contact details – e.g. names and addresses, unique pupil number
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Safeguarding information – e.g. court orders and professional involvement
- Special educational needs
- Medical and administration – e.g. doctors information, health information including dental, allergies, medication and dietary requirements
- Attendance information
- Assessment information
- Behavioural information
- Photographs of pupils in school / on trips etc.

Why We Use This Data

We hold and use this information to make sure we can help children learn and look after them while they attend one of our academies including to:

- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care and look after pupil wellbeing
- get in touch with you when we need to
- assess the quality of our service
- to keep children safe
- to meet the statutory duties placed upon us for DfE data collections



Our Legal Basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)
- We need to use it to carry out a contract

Sometimes, we may also use your personal information where:

- You 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Where we have sought permission to use your data, consent may be withdrawn at any time.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.

Change of Purpose

We will only use your personal information for the purposes for which we collected it, unless we need to use it for another reason and that reason is similar with the original purpose or where it is required or permitted by law. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain what we want to use it for and the legal basis which allows us to do so.



Collecting this information

We collect pupil information via data capture forms which are sent out to you annually to amend and update, or via Common Transfer File from a previous provider or secure file transfer from a previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of the pupil information you provide is mandatory, some is provided on a voluntary basis. You will be informed at the point of collection whether you are required to provide certain pupil information to us or if you have a choice in this. We will tell you what you need to do if do not want to share this information with us.

How we store this data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit www.thegoodshepherdmat.co.uk

Data sharing

We routinely share pupil information with:

- schools
- the Department for Education (DfE)
- Local Authority
- NHS

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) directly for the purpose of those data collections, under: regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under:

- the [Schools Admission Code](#), including conducting Fair Access Panels.

Your rights

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, contact **Data Protection Officer by email (see below)**

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

Where we are processing your personal data with your co

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 us

If you would like to discuss anything in this privacy notice please contact the **Data Protection Officer**.

Where we are processing your personal data with your consent, you have the right to withdraw that consent.

If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the **Data Protection Officer**.

dataprotectionofficer@thegoodshepherdmat.co.uk