



## **PRIVACY NOTICE – PARENTS, CARERS AND STUDENTS**

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 personal data about parents, carers and students.

We, South Shropshire Academy Trust (hereafter referred to as 'the school', which includes all schools within the South Shropshire Academy Trust), are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Kim Mortiboy (see 'Contact Us' below).

### **The personal data we hold**

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

- Contact details, contact preferences, date of birth
- Results of internal assessments and externally set tests/examinations
- Student and curricular records
- Characteristics such as ethnic background, eligibility for free school meals, special educational needs
- Behaviour and 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

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

### **Why we use this data**

We use this data to:

- Contact parents or carers when we need to
- Support student learning
- Monitor and report on student progress, and track the progress of the school as a whole
- Celebrate success/achievements of our students
- Provide appropriate pastoral care

- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

### **Our legal basis for using this data**

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

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interest)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data

### **Collecting this information**

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **How we store this data**

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with legal obligations. Our record retention schedule sets out how long we keep information about students. You can, if you wish, see this schedule by contacting the Data Protection Officer

### **Data sharing**

We do not share information about students with any third party without consent, unless the law and our policies allow us to do so. Places where information may be shared are included at Appendix A of this Privacy Notice. Please note this list is not exhaustive, and where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with other relevant organisations from time to time.

### **National Pupil Database (NPD)**

We are required to provide information about pupils 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 Pupil Database, which is owned and managed by the Department for

Education 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 the local authority 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 the local authority.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **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. You should be aware that there may be a charge for this service.

### **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

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:

- By email: [kim.mortiboy@csschool.co.uk](mailto:kim.mortiboy@csschool.co.uk)
- Call 01694 722209
- Or write to: Kim Mortiboy, South Shropshire Academy Trust, c/o Church Stretton School, Shrewsbury Road, Church Stretton, SY6 6EX

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:

- By email: [kim.mortiboy@csschool.co.uk](mailto:kim.mortiboy@csschool.co.uk)
- Call 01694 722209
- Or write to: Kim Mortiboy, South Shropshire Academy Trust, c/o Church Stretton School, Shrewsbury Road, Church Stretton, SY6 6EX

## PRIVACY NOTICE – Parents, Carers and Students – APPENDIX A

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with the following organisations. Please note this list may not be exhaustive, however information will only be shared when legally required or necessary, or (in appropriate cases) where consent has been given.

- Our local authority (to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions)
- The Department for Education (national statistics)
- The student's family and representatives (reporting, grade updates, behaviour and welfare issues)
- Other schools (if the student is changing, or thinking of changing, to another school)
- Educators and examining bodies (to allow examination entries and analysis of results)
- Ofsted (to maintain standards across the schools)
- The schools' PTA organisations (to keep you up to date of events and fund-raisers which are held in aid of the schools)
- The schools' websites, newsletters, concert/school play programmes, etc. which may be visible to members of the general public (use of names and/or photographs to celebrate achievements, acknowledge participation in events, etc. where parental consent has been obtained. Consent to this use of data may be withdrawn at any time by contacting the Data Protection Officer, see below)
- Suppliers and service providers (to enable them to provide the service we have contracted them for, including, but not limited to: CapitaSIMS, Go4Schools, ParentPay, ITrack, Accelerated Reader, Class Dojo, Tapestry, Teachers to Parents, MyMaths, Parents Evening System, InTouch, VEEAM, Nessie Online, Espresso, Education City, school uniform and leaver's hoody suppliers, external trip/expedition providers, including the School's Duke of Edinburgh Award leaders)
- Microsoft Office 365 (to provide students' email addresses)
- Our auditors (to ensure the school is acting appropriately and in the best interests of its students)
- Survey and research organisations (national and local statistics)
- Health and social welfare organisations (to ensure wellbeing and safeguarding of all students)
- Police forces, courts, tribunals (to comply with the law)