



PRIVACY NOTICE – FOR PUPILS AND PARENTS

1 Scope

This privacy notice explains how we collect, store and use personal data about pupils/parents enrolled in our schools. We will process your personal data in accordance with the UK General Data Protection Regulation (GDPR) and other relevant legislation, and not disclose your personal data to any other third party, unless allowed or required to by law.

This privacy notice applies to Osprey Learning Trust and all its schools. However, some supplementary information relating to the processing that goes on at each individual school is available separately from and can be obtained from the school reception directly.

Osprey Learning Trust is committed to protecting the privacy of the individuals whose data we process and to undertaking all data processing in a lawful, open and transparent way.

Osprey Learning Trust is a Data Controller of the personal information you provide to us. This means the school determines the purpose which and the manner which any personal data relating to pupils and their families is to be processed.

Osprey Learning Trust holds the legal right to collect and use personal data relating to pupils and their families, although we may also receive information regarding them from their previous school, LA and/or the DfE.

2 Requirements

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

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.

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|--------------------------------------|--|---|
| For all pupils | Personal Information | Name, Date of Birth, Gender, Year Group, Class, Address, Contacts Dietary needs, dietary preferences Medical practice address and telephone number Medical conditions |
| | Characteristics | Ethnicity, language, nationality, country of birth |
| | Attendance Information | Sessions attended, number of absences, reasons for absence |
| | Academic attainment and progress records | Teacher Assessment grades Statutory assessment results Standardised score results Learning journey evidence (photographs and annotations) Other photographic evidence of learning Reports to parents (mid-year and end of year) |
| | Other | Pupil Surveys Incidental evidence of pupils' successes (certificates, photographs, named trophies, celebration events) |
| For some pupils (only if applicable) | Other | Free School Meals eligibility Court Orders Other pupil premium eligibility (such as if the child is looked after) Safeguarding records (incidents, external agency reports Special Educational needs records (professional assessments, external professionals' reports, referrals for external support) Pastoral records (referrals for support both internal and external, notes of discussions with pupils, pupils' jottings of thoughts and feelings) Exclusion information Behaviour incident records |
| All Parents/Carers* | Personal Information | Names, addresses, telephone numbers, email addresses, relationship to the child (of parents/carers and other given contacts) Free school meals eligibility evidence |
| | Other | Parents' surveys Letters sent to school Emails sent to school Financial payments, including debt (both manual and electronic) |

*this refers to those with legal responsibility for the child

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed.

Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation. The school processed such data because we have:

- (6a) Consent: parents have given clear consent for us to process their (and their child's) personal data for the purposes indicated above.
- (6c) A Legal obligation: the processing is necessary for us to comply with the law (e.g. we are required by law to submit certain teacher assessment information and to safeguard pupils' welfare by sharing information with other agencies).
- (6d) A duty to safeguard pupils: the processing is necessary in order to protect the vital interests of the data subject (children); (e.g. if we are required to share medical history information with emergency services in the event of an accident or to other agencies when a child may be in danger).
- (6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law (e.g. processing attendance information or academic attainment and progress records).

Storing pupil data

Personal data relating to pupils and their families is stored in line with the school's Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Please visit the following link for more information on guidelines for data retention periods

https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf

Why we share pupil information

The school is required to share pupils' data with the DfE on a statutory basis. The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. 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; some of this information is then stored in the NPD.

The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. We will not share your personal information with any third parties without your consent, unless the law allows us to do so.

Who we share pupil information with

We routinely share pupil information with:

- Our local authority (Devon County Council)
- the Department for Education (DfE)
- the NHS
- Social Services
- Career Services
- Schools/Local authorities that pupils attend after leaving us

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

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

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.

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/communication (opt out)
- 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 ask 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/>

Scott Deeming is the (DPO) Data Protection Officer.

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. To make a request for your personal information, or be given access to your child's educational record, contact Scott Deeming via DPO@ospreylearningtrust.co.uk or by post to: Osprey Learning Trust, Teignmouth Community School, Exeter Road, Teignmouth, Devon TQ14 9HZ. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 29th November 2021.

AMENDMENT RECORD

| VERSION # | DATE | AMENDED BY | NATURE OF CHANGE |
|-----------|------------|----------------------|---|
| 1 | 23/05/18 | S Deeming / A Webber | Policy creation |
| 1.1 | 19/09/2019 | S Deeming | Amendment to Trust name and logo |
| 1.2 | 29/11/2021 | External Advisor | DPO contact details, UK GDPR Youth Support Services, incl legal basis |