

Forward Education Trust

Privacy Notice for Pupils and their Families

What is a Privacy Notice?

The Data Protection Act 2018 gives everyone the right to be informed about how their information is used by organisations. This Privacy Notice explains how Forward Education Trust uses information about its pupils and their families. If you can be identified from the information we hold, then this is known as “personal data”.

This Privacy Notice explains:

- why we use your personal data
- the reasons we need to do this
- what kinds of personal data we use
- where we collect your personal data from
- who we will share your personal data with
- how you can find out more.

Who processes your information?

Forward Education Trust (Brays School, The Bridge School, Hallmoor School, High Point Academy, Lea Hall Academy, Leycroft Academy) is a “data controller”. This means that the Trust is responsible for deciding how to use personal data we hold about you. When your information is collected, used, shared, or destroyed, this is called “processing”.

Your information is mainly used in our schools, by our staff, to support teaching and learning and to help us undertake our responsibilities in keeping children safe.

All staff at Forward Education Trust receive data protection training so that they understand how to use personal data appropriately.

Where we choose to share your information with people who provide essential systems and services to our schools, we ensure that the same data protection standards are in place. If sharing your information with service providers is not essential, we will always ask for your consent (permission) before this takes place.

The Trust has a Data Protection Officer (provided by Services 4 Schools Ltd). Their role is to oversee and monitor our school’s data protection procedures, and to ensure they are compliant with data protection legislation. The data protection officer can be contacted by emailing dpo@fet.ac

Why do we collect and use your information?

Most of the information we collect about pupils and their families is used to help perform our duties as a public authority. These include:

- To support pupil learning (onsite and remote)
- To monitor and report on pupil progress
- To comply with the law on data sharing
- To provide appropriate pastoral care
- To assess the quality of the services we provide
- To keep children safe (food allergies, health conditions, or emergency contact details)
- To meet the statutory duties placed upon us for DfE data collections
- To help assess Free School Meal entitlement

We also use personal data where it is necessary to meet the legal responsibilities set out in data protection legislation, other UK law and regulation that applies to schools. These include the following:

- The Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Education Act 2011
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- Keeping Children Safe in Education 2022 regulations

We may also need to share your personal data with other official bodies, or organisations where we are required to by other UK law.

If we would like to use your information for another reason, then we will ask for your permission (consent) before doing so. When we ask for consent, we will explain what your information will be used for, by who and what choices you have about how it is used.

Withdrawal of consent

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 your child's school directly in writing.

The categories of pupil information that we process include:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Images (such as photographs and CCTV images)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as GP information, child health, dental health, allergies, medication and dietary requirements)
- Attendance Information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as statutory Key Stage and teacher assessments)
- Behavioural information (such as incidents, interventions, exclusions and any relevant alternative provision put in place)

The categories of parent/family information we process include:

- Personal identifiers and contacts (such as name, address, phone numbers, email addresses, National Insurance number)
- Financial and meal management information, e.g. account and transactional information for school meals and eligibility for free school meals
- Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns

How long is your data stored for?

Personal data relating to pupils and their families is stored in line with Forward Education Trust's Retention Policy.

In accordance with the Data Protection Act, the Trust 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.

We will also retain personal data in the form of images, registers and examples of work for the purposes of archiving and as a historical record of school life. This information may later be published in school literature, displays or external media. In this case, the personal data we retain will be proportionate and limited to what is necessary.

Will my information be shared?

The Trust is required to share pupils' data with the DfE on a statutory basis. This data sharing underpins school 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.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Forward Education Trust is required by law to provide information about 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 NPD 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 NPD is maintained.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We may also be required to share information about our pupils with Local Authorities to ensure that they can conduct their statutory duties under:

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

Who we routinely share pupil information with:

Schools in Forward Education Trust only share information about pupils we either have established a lawful basis or, sought your consent to do so. Schools in the Trust routinely share pupil information with:

- Pupils' destinations upon leaving the school
- The Local Authority that the school is located in and its agencies (Social Services, SENAR Team, LAC Team)
- Other Local Authorities (where required)
- The NHS and other health professionals (School Nurses)
- The Department for Education
- The Department for Work and Pensions (for free school meal eligibility checks)
- Other Government agencies (Ofsted)

- External Support Agencies
- The providers of our management information systems
- The systems we use to deliver remote and online learning
- The software we use to communicate with you (text messaging)
- Our Safeguarding system
- The system we use for managing visitors to school (our signing in system in reception)
- The providers of our CCTV systems
- Our virtual learning environments and learning platforms
- The systems we use for recording progress in learning
- The online software we use to help deliver the curriculum
- The software we use to provide cashless payments
- The online software we use to help us manage visit and health & safety
- The providers of therapy and support services (e.g. Speech and language therapists, hearing and visual impairment support, other specialist providers)
- Visit/trip providers
- External sports coaches we have contracted
- Before and after school club providers
- Alternative Education Providers
- School photographers
- Professional advisors and consultants
- Contract catering services (for the management of school meals)
- Contracted IT support services

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Request access to copies of your personal data that your child's school holds
- 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
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- a right to seek redress, either through the ICO, or through the courts

Parents can also request to be access their child's educational record. Academies are not bound to uphold these requests, but we will consider requests of this nature where it is reasonable and practical to do so,

If you would like to exercise any of these rights or request copies of your personal data, please contact our Data Protection Officer at DPO@fet.ac, or in writing to: Forward Education Trust, c/o Leycroft Academy, Leycroft Avenue, Tile Cross, Birmingham, B33 9UH.

Please address letters: **For the attention of the Data Protection Officer.**

Where can you find out more information?

For more information about the Department for Education'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 for Education has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-recieved>

To contact the DfE: <https://www.gov.uk/contact-dfe>

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>

Queries about this Privacy Notice

If you would like to discuss anything in this privacy notice, please contact: DPO@fet.ac or in writing to Forward Education Trust, c/o Leycroft Academy, Leycroft Avenue, Tile Cross, Birmingham, B33 9UH. Please address letters: **For the attention of the Data Protection Officer.**

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 23rd September 2022