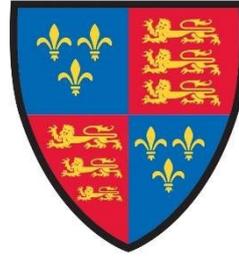




**THE SCHOOLS OF
KING EDWARD VI
IN BIRMINGHAM**



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

In pursuit of educational excellence for all

Privacy Notice for Parents and Guardians

<i>Responsible Board</i>	Academy Trust Board and Foundation Board
<i>Policy Type</i>	Central Foundation & Trust-Level Policy
<i>Policy Owner</i>	Risk and Compliance
<i>Date Adopted</i>	TBC
<i>Last Review Date</i>	N/A – new policy
<i>Next Review Date</i>	April 2023
<i>Version</i>	1

1. Privacy Notice (How we use pupil and parent/guardian information)

- 1.1. The Schools of King Edward VI in Birmingham (the 'Foundation') and the King Edward VI Academy Trust Birmingham (the 'Academy Trust') collect and use certain types of personal information about staff, pupils, parents, and other individuals who encounter the Foundation and Academy Trust in order to provide education and associated functions. Both entities are required by law to collect and use certain types of information to comply with statutory obligations related to employment, education and safeguarding, and this privacy notice details how your personal information is dealt with properly and securely and in accordance with the General Data Protection Regulation ('GDPR') 2018, the Data Protection Act 2018 and other related legislation.

2. Definitions

Term	Definition
Personal data	Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified
Special category data	These are data about ethnic origin, political opinions, religious or similar beliefs, trade union membership, health, sex life, criminal proceedings or convictions, genetic or biometric data
Processing	Obtaining, recording or holding data
Data subject	The person whose personal data is held or processed
Data controller	A person or organisation that determines the purposes for which, and the manner in which, personal data is processed
Data processor	A person, other than an employee of the data controller, who processes the data on behalf of the data controller

3. The data we collect and how it is used

- 3.1. We will comply with data protection law. This says that the personal data we hold about you and our pupils must be:
- used lawfully, fairly and in a transparent way.
 - collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
 - relevant to the purposes we have told you about and limited only to those purposes.
 - accurate and kept up to date.
 - kept only as long as necessary for the purposes we have told you about; and
 - kept securely.

3.2. The data we collect on our pupils includes:

- 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).
- special educational needs (including the needs and ranking).
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements).
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended).
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results).
- behavioural information (such as exclusions and any relevant alternative provision put in place).

3.3. The data we collect on parents/guardians includes:

- Personal Information such as name, telephone number, email address and address
- Bank details where required

3.4. Pupil data is essential for the schools' operational use. Whilst most of the pupil information you provide to us is mandatory, some of it requested on a voluntary basis. To comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

3.5. We collect pupil information via:

- Admissions and acceptance forms, for grammar schools we will receive information about from their entrance exam application.
- You, the pupil, our staff, and other pupils may also provide information.
- The pupil's old school will provide the information they hold.
- From doctors and other professionals where this is required.
- Local authority and/or the Department for Education ('DfE') may provide us with information.
- For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about their learning or qualifications.

3.6. We use this personal data to:

- support pupil learning.
- monitor and report on pupil progress.
- provide appropriate care for pupils.
- assess the quality of our services.
- to comply with the law about sharing personal data.

- 3.7. We use parent/guardian information to communicate with you about the pupil's education and to contact you in an emergency
- 3.8. We will not usually need your consent to use your or the pupil's information. However, if at any time we would like to use your personal data in a way which means that we would need your consent, then we will explain to you what we want to do and ask you for consent.

4. Sharing your information with others

- 4.1. Once the pupil reaches the age of 13, the law requires us to pass on certain information to Birmingham City Council ('BCC') who have responsibilities in relation to the education or training of 13–19-year-olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers to secure appropriate services for them. A parent / guardian can request that only their child's name, address and date of birth be passed to BCC by informing your school administrator. This right is transferred to the pupil once they reach the age of 16.
- 4.2. For more information about services for young people, please go to the local authority website https://www.birmingham.gov.uk/info/20014/schools_and_learning.
- 4.3. 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.
- 4.4. 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) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- 4.5. All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.
- 4.6. For more information, please see Appendix 1 'How Government uses pupil data'.

4.7. Information will also be shared, when required, with:

- New school if the pupil move schools
- Disclosures connected with Special Educational Needs
- School nurse and/or counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- Emergency Services

4.8. We will also disclose pupil personal data to a range of suppliers to support your learning and communication within school. The specific supplier may change but they broadly cover:

- Examination boards
- Suppliers of online resources
- Communication and organisation systems

4.9. The information disclosed to these people/services will usually only include the key information required for your use of the systems, the exception being the examination boards where sensitive information may be disclosed e.g. medical details and any special educational needs or disabilities which require specific arrangements to be made for your examinations.

4.10. Information is not usually shared outside of the United Kingdom, however, if this is required then it will be in accordance with the relevant regulations and with the consent of the pupil and/or parent/guardian.

5. Your rights and DPO details

5.1. 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, contact dataprotection@ske.uk.net

5.2. While you have a right of access to behaviour and educational information, at the age of 13 the pupil gains the rights of the data subject. As such, requests for personal information outside of this will require the consent of the pupil once they are 13.

5.3. You also have the right to:

- To ask us for access to information about you that we hold.
 - To have your personal data rectified if it is inaccurate or incomplete.
 - To request the deletion or removal of personal data where there is no compelling reason for its continued processing.
 - To restrict our processing of your personal data (i.e., permitting its storage but no further processing).
 - To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
 - Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- 5.4. 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/>.
- 5.5. 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 dataprotection@ske.uk.net.
- 5.6. Further information on your data rights and how long we retain your information can be found in our Data Protection Policy and Procedures
- 5.7. If you would like to discuss anything in this privacy notice, please contact Tim Hasker, Data Protection Officer for the Academy Trust, and Foundation via dataprotection@ske.uk.net

Appendix 1: How Government uses pupil data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD):

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools 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, local authorities and awarding bodies. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Sharing by the Department:

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the

Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>.

How to find out what personal information DfE hold about you:

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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