

Adopted:	March 2022
Next review:	March 2023
Approved by:	NSAT Executive
Responsibility of:	Director of Data & Compliance

Privacy Notice for Pupils and Parents

This Privacy Notice has been written to inform parents and pupils of Northern Star Academies Trust schools about what we do with your personal information. This notice may be subject to change.

Who are we?

Northern Star Academies Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Trust is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Information Governance
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01609 532526

What information do we collect?

The categories of information that we collect, hold and share include the following:

- Personal information of pupils and their family members e.g. name, pupil number, DOB and address, language, contact details – telephone numbers and email addresses
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information, including examination information, national assessment results and internal teacher assessments to monitor pupil progress
- Behavioural information – including information on temporary and permanent exclusions
- Safeguarding information
- Post 16 Learning information (secondary schools only)
- Photographs – for records management, attendance procedures and use on NSAT websites and in school promotional material (with your consent)
- Financial Information where appropriate e.g. to check eligibility for Free School Meals, Post 16 bursary
- Before and after school clubs and extra-curricular activities
- Recordings of remote lessons – including video and audio recordings, where deemed appropriate by the teacher

We will also process certain 'special category' data about our pupils including:

- Relevant medical information - please note that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all the staff. We may do this in the form of photo identification to ensure that all staff are aware of the issues should an emergency arise
- Special Educational Needs and Disabilities information
- Race and ethnicity
- Biometric data e.g. thumbprints (secondary schools only)

Why do we collect your personal data?

We use the information we collect:

- to support pupil learning
- to keep children safe
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to provide a service and to assess the quality of our services
- to meet the statutory duties placed upon us by the DfE
- we also may keep some information for historical and archiving purposes in the public interest

Our legal basis for processing your personal data, in line with Article 6(1)(c) (legal obligation) includes (but not necessarily limited to):

- Education Act 1944, 1996, 2002, 2011
- Education and Adoption Act 2016
- Education (Information About Individual Pupils) (England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) (public task), Article 6(a) (consent), Article 9 (2)(a) (explicit consent where applicable) and Article 9(2)(g) (reasons of substantial public interest).

We mainly collect pupil information through admission forms and common transfer files or secure file transfer from the previous school. The majority of pupil information you provide to us is mandatory in line with your parental responsibility – for further details please see the following [link](#).

However, some information we ask for on a voluntary basis. When we do process this additional information, we will ensure that we ask for your consent to process it. Where we are processing your personal data with your consent you have the right to withdraw that consent. If you change your mind or are unhappy with our use of your personal data, please let the school specific point of contact for Data Protection.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you (pupils and parents). We will also process information received from:

- The Department for Education (DfE)
- The Local Education Authority
- Previous schools attended

Who do we share your personal data with?

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- The Local Education Authority ([North Yorkshire](#) or [Bradford](#))
- The Department for Education (DfE)
- National Health Service bodies
- Third Party professional services (e.g. Social Services, Social care teams) – when appropriate
- Educators and examining bodies
- UCAS
- Selected partners who have been contracted to provide a service to benefit the education of pupils

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so. For example, we may also share your data with classroom / teaching apps and some website for the purpose of enhancing pupil learning. Where we do this, we will rely on either Article 6(e) (public task) or Article 6(a) (consent).

Where we rely on Article 6(e) you have the right to object to processing and where we are relying on Article 6(a) you have the right to withdraw that consent at any time. Please see section below on data subject rights.

For secondary settings only: Once our pupils reach the age of 13, we also pass information to our Local Authority and / or provider of youth support services as stipulated under section 507B of the Education Act 1996. The information provided includes addresses, DOB of pupil/parents, and any other information necessary for the provision of the service including gender or ethnicity.

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

How long do we keep your personal data for?

Northern Star Academies Trust will keep your data in line with our General Data Protection Regulation (GDPR) Policy and retention schedule. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under GDPR you have the following rights in relation to the processing of your personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our Data Protection Officer on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.gsi.gov.uk / 03031 231113