



## Endeavour MAT

### General Privacy Notice (How we use pupil information)

#### The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, date of birth, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Emergency contact information (parents/carers names and telephone numbers)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as targets and progress against targets)
- Post 16 Learning information
- Relevant medical information
- Special educational needs information
- Behavioural/exclusions information
- Child safeguarding information

#### Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to support pupils in deciding what they wish to do after they leave school
- to assess the quality of our services
- to comply with the law regarding data sharing

#### The lawful basis on which we use this information

We collect and use pupil information under Article 6 Section 1(e) of the General Data Protection Regulations (GDPR) April 2016.

Processing is carried out for the performance of a task carried out in the public interest in order for the school to fulfil its function of providing education.

We also collect and use special categories of personal pupil data under Article 9 Section 2(g) of the GDPR April 2016 for reasons of substantial public interest to provide for suitable and specific measures to safeguard the fundamental rights and interests of 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.

## Storing pupil data

We hold pupil data electronically on the school's information system which is stored on the secure school network. This can be accessed by individual personal logins for those members of staff who have a legitimate need of access. Staff logins are also limited to the specific pupil data categories required to carry out their functions.

Paper records are stored in locked filing cabinets which are only accessible to those members of staff who have a legitimate need to access them.

Pupil records are kept until the pupil attains the age of 25 (or age 30 in the case of pupils with a statement of educational needs), after which they are safely destroyed.

## Who we share pupil information with

We routinely share pupil information with:

- the Department for Education (DfE)
- our local education authority (Kent County Council)
- Examination Awarding Bodies (AQA, Pearson, OCR etc)
- NHS, school nurse and care agencies
- school catering company
- school trip payment software company (Parent Pay)
- library system
- University Admissions (UCAS)
- schools that the pupils attend after leaving us
- target setting and assessment monitoring software companies (Fisher Family Trust, 4matrix)
- parental communication software (sims In Touch, Behaviourwatch)

## Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (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.

We are required by law to pass some of your information to Kent County Council (KCC) as part of the Intended Destination, September Guarantee and Annual Activity processes. This is to assist KCC fulfil its legal obligation under the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009 to assist, encourage and enable young people aged 13-19 (and young adults with learning difficulties or disabilities up to the age of 25) to participate in education or training. KCC are then required to share this information with the Department of Education. Further information can be found in the "Privacy Notice for sharing data with Kent County Council" found on the schools' websites: [www.wgsb.org.uk](http://www.wgsb.org.uk) or [www.wgsg.co.uk](http://www.wgsg.co.uk)

We share pupil information with other 3<sup>rd</sup> parties as detailed above to assist us in fulfilling our obligation of educating pupils.

### **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>.

### **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

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 of 16.

### **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.

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 and early years' census. Some of this information is then

stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access to and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and are based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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

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

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

## **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. To make a request for your personal information, or be given access to your child's educational record, contact The Data Protection Officer, Endeavour MAT, Parson's Lane, Wilmington, Kent, DA2 7BB.

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

- 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

## Contact

Data Controller: Endeavour MAT  
Parson's Lane  
Wilmington  
Kent  
DA2 7BB  
[info@endeavour-mat.co.uk](mailto:info@endeavour-mat.co.uk)

ICO Registration Number: ZA261355

If you would like to discuss anything in this privacy notice please contact The Data Protection Officer, Endeavour MAT at the above address.

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, in the unlikely event that we are unable to resolve any concern, you may contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>