

PRIVACY NOTICE – HOW WE USE PUPIL INFORMATION

This privacy notice explains how and why we collect pupils' Personal Data, what we do with such data and the rights that parents and pupils have in relation to the use of their data.

1. DATA PROTECTION OFFICER ("DPO")

The DPO for the Federation is Sarah Kotb. The DPO will:

- Inform and advise the Federation and its staff members about their obligations to comply with the GDPR and other data protection laws.
- Monitor the Federation's compliance with the GDPR and other data protection laws, including managing internal data protection activities, conducting internal audits and providing the required training to staff members.
- Report to the highest level of management in the Federation, which is the Headteacher.

2. DATA PROTECTION LEAD ("DPL")

The DPL for the Federation is Victoria Wainwright. The DPL will:

- Ensure the Federation is in line with GDPR compliance and knows its responsibilities as the Data Controller.
- To liaise with the DPO in accordance to GDPR regulations and Data Breaches.

3. CATEGORIES OF PERSONAL DATA HELD BY THE FEDERATION ABOUT ITS PUPILS

The Federation may collect, use, store or share (where appropriate) the following categories of data about its pupils:

- Name.
- Unique pupil number.
- Contact details.
- Contact preferences.
- Date of birth.
- Identification documents.
- Results of internal assessments and externally set tests.
- Pupil and circular records,
- Pupil characteristics such as:
 - Ethnic background.
 - Language.
 - Nationality.
 - Country of birth.
 - Eligibility for free school meals.
 - Special educational needs.
 - Medical conditions, including physical and mental health.
- Behaviour records, such as exclusion information (if relevant).
- Attendance information, such as lessons attended, number of absences and absence reasons.
- Safeguarding information.
- Details of any support received, including care packages, plans and support providers.
- Data received about pupils from other organisations, including other schools, local authorities and the Department for Education.

Whilst the majority of pupil information you provide to the Federation is mandatory, some of it is provided to the Federation on a voluntary basis. In order to comply with the GDPR, the Federation will inform you whether you are required to provide certain pupil information to us or if you have a

choice in this. Where appropriate, the Federation will ask parents for consent to process Personal Data where there is no other lawful basis for processing it, for example where the Federation wishes to use photos or images of pupils on its website or on social media to promote the Federation activities or if the Federation wants to ask your permission to use your information for marketing purposes. Parents / pupils may withdraw consent at any time.

Biometric Data

Biometric data means personal information about an individual's physical or behavioural characteristics that can be used to identify that person; this can include their fingerprints, facial shape, retina and iris patterns, and hand measurements. Schools and colleges that use pupils' biometric data must treat the data collected with appropriate care and must comply with the data protection principles as set out in the General Data Protection Regulations (GDPR) 2018. In accordance with this policy the school does not currently process any biometric data.

CCTV

The Federation also uses CCTV cameras around the Federation site for security purposes and for the protection of staff and pupils. CCTV footage may be referred to during the course of disciplinary procedures (for staff or pupils) or to investigate other issues. CCTV footage involving pupils will only be processed to the extent that it is lawful to do so. Please see our Management and Retention of Records Policy.

The Federation collects information about pupils when they join the Federation and continues to update such information during their time on the roll and as and when new information is acquired.

4. WHY WE COLLECT AND USE PUPIL DATA

The Federation collects and uses pupil data to:

- Decide who to admit to the Federation.
- Maintain a waiting list.
- Support pupil learning.
- Monitor and report on pupil learning and progress.
- Provide appropriate pastoral care.
- Protect pupil welfare and others in the Federation.
- Assess the quality of the Federation's services.
- Comply with the law regarding data sharing.
- Provide a safe and orderly running of the Federation.
- Promote the Federation.
- Communicate with parents/carers.
- Respond to investigations from our regulators or to respond to complaints raised by our stakeholders.
- Use in connection with any legal proceedings threatened or commenced against the Federation.

5. LEGAL BASIS FOR USING PUPIL DATA

The Federation will collect and use pupils' data under the following lawful bases:

- a. Where the Federation has obtained the consent of the Data Subject for processing. Where the Federation has obtained the consent of the Data Subject (pupil) to use pupils' Personal Data, this consent can be withdrawn at any time. The Federation will make this process clear when consent is sought and will explain in detail how consent can be withdrawn.
- b. Where it is necessary for the Federation to comply with a legal obligation.
- c. To protect the vital interests of the Data Subject or another person.

- d. Where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Data Controller.

Where the Personal Data the Federation collects about its pupils is a Special Categories of Personal Data (as defined in section 5 of the Data Protection Policy), the Federation must meet one of the following criteria:

- a. Have the pupils' explicit consent (unless reliance on consent is prohibited by the EU or Member State law).
- b. It is necessary to protect the vital interests of the Data Subject or of another natural person.
- c. It is necessary for reasons of substantial public interest.
- d. Have obligations or rights under any other law.

6. STORING PUPIL DATA

The Federation keeps Personal Data about pupils while they are attending the Federation. The Federation may also keep Personal Data beyond the attendance of its pupils, in order to comply with its legal obligations. A significant amount of Personal Data is stored electronically, for example, on the Federation Information Management System (SIMs) Some Personal Data may also be stored in hard copy format. Personal Data stored electronically may be saved on a cloud-based system which may be hosted in a different country, that is, within the EU borders only (unless there is a legitimate reason to store the Personal Data outside of the EU or consent of the Data Subject has been obtained). Personal Data may be transferred to other countries within the EU borders only (unless there is a legitimate reason to store the Personal Data outside of the EU or consent of the Data Subject has been obtained) if, for example, the Federation is arranging a school trip to a different country. Appropriate steps will be taken to keep Personal Data secure. The Federation's Management and Retention of Records Policy sets out how long the Federation keeps information about its pupils. Copies of all policies can be found on the Federation website.

7. DATA SHARING

The Federation does not share Personal Data about its pupils with any third party without consent, unless the law or the Federation policies allow the Federation to do so. Where it is legally required, or necessary (and it complies with the data protection law), the Federation may share Personal Data about its pupils with:

- Parents / carers (as defined in the Education Act 1996).
- Schools that pupils attend after leaving the Federation.
- The local authority, that is, Greenwich to meet legal obligations to share certain information with it, such as safeguarding concerns and exclusions).
- A pupil's home local authority (if different).
- The Department for Education (DFE)(Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013). To find out more about the data collection requirements placed on the Federation by the Department for Education (for example; via the Federation census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- The Federation governors.
- Educators and examining bodies.
- The Federation regulator (Ofsted).
- The Police and law enforcement agencies.
- NHS health professionals including the Federation nurse and educational psychologists.
- Education Welfare Officers.
- Courts and tribunals (if ordered to do so).
- The National College for Teaching and Learning.
- The Joint Council for Qualifications.
- Prevent teams in accordance with the Prevent Duty on schools.

- Other schools, for example, if the Federation is negotiating a managed move and the Federation has obtained pupil consent to share information in these circumstances.
- Diocesan Officers at the Southwark Diocesan Board of Education for the purposes of receiving educational support.
- The Federation chaplain.
- The Federation's HR providers, for example, if the Federation is seeking HR advice and a pupil is involved in an issue.
- Legal advisors.
- Insurance providers / the Risk Protection Arrangement.

This list is not an exhaustive list.

Some of the above organisations may also be Data Controllers in their own right in which case we will be jointly controllers of pupil Personal Data and may be jointly liable in the event of any data breaches. In the event that the Federation shares Personal Data about pupils with third parties, the Federation will provide the minimum amount of Personal Data necessary to fulfil the purpose for which the Federation is required to share the data.

8. 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.

The Federation is required by law, to provide information about its pupils to the DFE as part of statutory data collections such as the Federation 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 pupil information the Federation shares with the DFE, for the purpose of data collections, go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>. The database is held electronically so that it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The DFE may share information about the Federation's pupils from the NPD with other 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.

Such third parties must agree to strict terms and conditions about how they will use the data.

The DFE has robust processes in place to ensure the confidentiality of the Federation data is maintained and there are stringent controls in place regarding access and use of the data.

Decisions on whether the DFE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data.
- The purpose for which the data is required.
- The level and sensitivity of data requested.

- 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 the DFE, please visit the following website: <https://www.gov.uk/contact-dfe-with-any-further-questions-about-the-NPD>.

9. REQUESTING ACCESS TO YOUR PERSONAL DATA

Under the GDPR, parents and pupils have the right to request access to information about them that the Federation holds, known as a SAR. Where a child does not have the maturity to make their own SAR for Personal Data (usually under the age of 12) or where the child has provided consent, parents may do so on their behalf in a primary school setting. Parents also have the right to make a SAR with respect to any Personal Data the Federation holds about them. To make a request for your child's personal data, or be given access to your child's educational record, please contact the DPO or School Data Protection Lead although any written request for personal data will be treated as a SAR.

If you make a SAR, and if the Federation holds information about you or your child, the Federation will:

- Give you a description of the information.
- Tell you why the Federation is holding and processing such information and how long the Federation will keep the information.
- Explain to you where the Federation got the information from (that is, if such information is not from you or your child).
- Tell you with who such information has been shared with.
- Let you know whether any automated decision-making is being applied to the data and any consequences of this.

Give you a copy of the information in intelligible form.

As the Federation has limited staff resources outside of term time, we encourage parents / pupils to submit SAR during term time and to avoid sending a request during periods when the Federation is closed or is about to close for the holidays where possible.

Details about making a SAR can be found in section 9 of the Data Protection Policy.

10. OTHER RIGHTS

Under data protection law, individuals have certain rights regarding how their Personal Data is used and kept safe, including 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 (by a computer or machine, rather than a person).
- In certain circumstances, have inaccurate Personal Data rectified, blocked, erased or destroyed.

- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of the above rights, please contact the Federation DPO.

11. COMPLAINTS

The Federation takes any complaints about its collection and use of Personal Data very seriously. If you have a concern about the way we are collecting or using your child's or your Personal Data, you should raise your concern with us in the first instance. To make a complaint, please contact our DPO. Alternatively, you can make a complaint to the ICO:

- [Report a concern online at: https://ico.org.uk/make-a-complaint/](https://ico.org.uk/make-a-complaint/)
- [Call: 0303 123 1113 \(local rate\) or 01625 545 745 \(if you prefer to use a national rate number\)](tel:03031231113)
- [Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF](#)

12. CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the Federation DPO.

- DPO: Sarah Kotb – Skotb@koinoniafederation.com

CHANGES TO THIS PRIVACY NOTICE

We the Federation reserves the right to update this privacy notice at any time, and we the Federation will provide you with a new privacy notice when we make any substantial updates are made. We the Federation may also notify you in other ways from time to time about the processing of your pupil personal information.