

Privacy Notice – Pupils and Parents/Carers

You have a legal right to be informed about what information we hold about you and how we use this information.

The Extend Learning Academies Network (ELAN) is the Data Controller for the use of personal data in this privacy notice and processes pupil information in line with Regulation (EU) 2016/679 (General Data Protection Regulation), referred to throughout this statement as the GDPR.

The sorts of information that we collect, hold and share

We hold some personal information about you and your parents/carers to make sure we can help you learn and keep you safe when you are at school. For the same reasons, we also collect and share information about you from some other places too – like your previous school, the local authority and the government.

This information includes:

- your parents/carers; names, data of birth, national insurance number, contact details, photographs and CCTV
- your personal identifiers and contacts (such as name, date of birth, national curriculum year group, unique pupil number (UPN), contact details, address and identification documents)
- your characteristics (such as sex, ethnicity, language)
- enrolment information
- documentation for safeguarding including looked after information
- special educational needs (including funding, your needs and what we need to do to support you)
- your attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- records of assessment and attainment (such as key stage 1 and phonics results, and SATs results)
- behavioural information (such as suspensions, exclusions and any relevant alternative provision put in place)
- information for trips and activities (such as parent contact details)
- pupil premium information (such as if you are eligible for free school meals)
- school lunches taken
- any medical conditions you have and who to contact if you are taken ill, including any allergies you may have or medication and dietary requirements
- details of any issues about your behaviour and discipline and any exclusions you have received

- records relating to your sports, music and other extra-curricular activities undertaken by you, whilst at or when representing the school
- young carer or service child data
- biometric data if used by the school
- funded early-years entitlement hours and for ages; two, three and four years in nursery provision as part of the school
- disability access fund for early years
- hours at setting for all pupils
- learner funding and monitoring
- photographs and videos taken of you while you're at school and taking part in school activities, including times when you're away from school on tours, trips and visits

Special category data

We have a duty of care look after your health and wellbeing. This means we will hold some information on you which is classed as special category data. Special category data includes any information concerning your racial or ethnic origin, religious or other beliefs of a similar nature and health needs. Under data protection law we must fulfil additional requirements to use this data, which is detailed below

Why we collect and use this information

The personal data collected is essential, for ELAN to run the schools, fulfil their official functions, meet their legal requirements and provide you with a good education.

We collect and use your data to:

- communicate with parents/carers about their child
- provide appropriate pastoral care
- for health and safety purposes including onsite security
- act upon safeguarding concerns
- to receive government funding
- support your learning
- check how you're doing and work out whether you or your teachers need any extra help
- monitor and report on your attainment progress
- look after your wellbeing and keep you safe while you are at schools
- get in touch with you and your parents when we need to
- track how well the school is performing
- publish newsletters and other forms of communication about your achievements and about events taking place at the school either in hard copy or published on the school website and social media channels
- publish teams for sporting fixtures and other events, either in hard copy (for example – on display boards) or published on the school's website and social media channels
- allow the school to create displays of your and other pupils' work and achievements
- inform staff of any allergies you may have so they know how to look after you if you have a reaction
- to meet the statutory duties placed upon us by the Department for Education (Dfe)

The lawful basis on which we use this information

We collect and use pupil information under Article 6 and Article 9 of the GDPR. Most often, we will use your information where:

- we are performing our contract with your parents to provide your education and to ensure your safety while you are in our care
- we need to comply with the law
- we need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- your parents have given us permission to use it in a certain way
- we need to protect your interests (or someone else's interest)

To process special category data we need an additional legal basis. We will process special category data most often where:

- we have your parents' consent
- the processing is necessary under social security or social protection law
- we are processing it in the case of an emergency or because someone's life is at risk
- we are providing health care or treatment to you.

Where we have got permission to use your data, your parents may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data. Where we need your data to provide your education and other services, such as trips and extra-curricular activities, and for our legal obligations, such as safeguarding your welfare, if you don't give us the information we need we may not be able to enrol you or maintain your status as a pupil, or provide the other services.

Collecting pupil and parent information

We collect your information via:

- admission forms
- registration forms
- common transfer file (CTF) from the local authority and/or previous school
- secure file transfer from your previous school
- trip consent forms
- information gathered from home visits or meetings with parents
- provided by parents/carers (such as data sheets)

CCTV

Where CCTV systems are installed on our premises, these are for the purposes of keeping you, the general public and staff safe, and for crime prevention and detection. Signs are displayed clearly explaining that CCTV is in operation and providing details of who to contact for further information.

We will only disclose CCTV images to others who intend to use the images for the purposes stated above. CCTV images will not be released to the media for entertainment purposes or placed on the internet. Images captured by CCTV will not be kept for longer than necessary.

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Protection Policy.

Storing pupil data

We hold pupil data for a specified period which is detailed in the ELAN Data Retention Schedule. The retention schedule is available online <https://www.extendlearning.org/policies-trust-wide/> or a copy can be requested from the Data Protection Officer.

Who we share pupil information with

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- schools
- the local authority - to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- the Department for Education (DfE) – a government department
- the Police and law enforcement
- the National Health Service
- the school nursing team
- ELAN Educational Welfare Officer
- ELAN central team members
- ELAN board members or trustees
- your family and representatives
- health and social welfare organisations
- professional advisers and consultants
- police forces, courts, tribunals
- professional bodies

Why we share pupil information

We do not share personal information about you with anyone outside the school without permission from your parents, unless the law and our policies allow us to do so.

Local authority

We may be required to share information about our pupils with the local authority (LA) under the Schools Admissions Code, including Fair Access Panels.

Department for Education

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.

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](#).

For more information, please see 'How Government uses your data' section.

We are required to provide information about you to the Department for Education as part of data collections such as the school census, Early Years census and daily school attendance data collection. Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data. 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.

You can find more information about this on the Department for Education's webpage. You can also contact the Department for Education if you have any questions about the database.

Requesting access to your personal data

Under GDPR, you have the right to request access to information about you that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Headteacher in the first instance

You have other rights over how your personal data is used and kept safe, including the right to:

- 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
- a right to seek redress, either through the ICO, or through the courts
- say that you don't want it to be used if this would cause, or is causing, harm or distress
- stop it being used to send you marketing materials

- say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- where we are processing personal data on your consent, for example if we asked to post a photograph of you on our website and you said yes, you can change your mind by contacting the data protection co-ordinator
- claim compensation if the data protection rules are broken and this harms you in some way

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

If you want to see the personal data held about you by the Department for Education, 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 the department: <https://www.gov.uk/contact-dfe>

Privacy notice review

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This privacy notice was last reviewed May 2024.

Contact

If you would like to discuss anything in this privacy notice, please contact HR@extendlearning.org

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1.0	2019	Data Protection Officer (DPO)	New document
2.0	2020	Data Protection Officer (DPO)	Annual review. No update.
3.0	July 2022	Data Protection Officer (DPO)	Annual review. New section added for Department of Education page 4. Document control added.
4.0	Oct 2023	Data Protection Officer (DPO)	Annual Review. Updated to reflect attendance data sharing with DfE. Added section 'storing pupil data'.
5.0	July 2024	DPO	Annual update to data collected and to include parental data.