



Unity Education Trust



Unity Education Trust

POLICY	DATA PROTECTION PRIVACY NOTICE FOR PUPILS AND STUDENTS
STATUS/DATE OF THIS VERSION	October 2020
APPROVED BY	Board of Trustees
RATIFIED BY	Trustees 20 Oct 2020
REVIEW	2021

This policy is operated by all the schools in Unity Education Trust (as listed below). **There may be sections that are specific to one school and these will be added by the school either as an annex or in place of yellow highlighted sections below.**

Any queries about the policy should be directed, in the first instance, to the Headteacher/Head of School:

- **Beeston Primary**
- **Garvestone Primary**
- **Grove House Infant**
- **Kings Park Infant**
- **Northgate High School and Dereham Sixth Form College**
- **The Short Stay School for Norfolk**
- **The Pinetree School**



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DATA PROTECTION PRIVACY NOTICE FOR PUPILS AND STUDENTS OF:

- **Beeston Primary**
- **Garvestone Primary**
- **Grove House Infant and Nursery**
- **Kings Park Infant**
- **Northgate High School and Dereham Sixth Form College**
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What's this about?

A new law is being made that keeps your information safe – things like your address, date of birth and phone number. Your school is a member of Unity Education Trust (UET). The Trust, your school and other people collect and use information for all kinds of reasons, and the new law tells them exactly what they are allowed to do with yours.

We collect some information about our pupils, like you. It's our job to tell you how we will collect the information, how we will record it and how we will use it.

In this notice, you will see different names or terms used that you may not be familiar with, such as:

Data controller: This person (or group of people, like the Trust) is in charge of the information we collect.

Data processor: This person processes information for the data controller.

Data protection officer (DPO): This person makes sure we do everything the law says.

Personal data: This means any information that can be used to identify someone, such as your address and date of birth.



Who looks after your information?

UET is the data controller of the personal information you give us – we look at how and why your information is collected and used.

Sometimes UET has to give your information to other people, such as the government, but it will only give away your information when you say it's ok or when the law says that they have to. When your data is given to someone else, they must look after it and keep it safe.

? Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or to follow the law. When we've collected it, here's how we use it:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To administer admissions
- To carry out research
- To promote the Trust/school and events organised by them
- To contact you when necessary for school purposes using contact details that you have provided
- To comply with the law regarding data sharing

? What information do we collect?

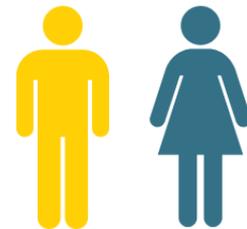
The categories of information that we collect, hold and share includes the following:

Your personal information

This is things like your name and address.

Your characteristics

This means information about you, like where you're from, what language you speak and things like that.



Your attendance information

We will also record how many times you missed school and why you couldn't come to school.

Your assessment information

We collect your test results when you sit a big test or exam.

Some of your medical information

We keep information about any times you've been ill and any special conditions you have that we need to know about to keep you safe.

Your special educational needs

We collect information that helps us teach you better, such as any special educational needs you may have.

Behavioural information

We record the number of times you've been excluded and why.

Photography

Using photographs of you counts as processing your personal data. Before we take or use any photographs we will ask you (if you're old enough) or a parent to give permission for us to take and use pictures of you. We might use your pictures on display boards or on the school's website, for example.

? Do you have to give us your information?

You must give us quite a lot of the information we need, but there is some information that you can choose whether to let us have it or not.

When we ask you for information that you don't have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you don't want us to have the information, that's your choice.

? How long will we keep your information?

We don't keep it forever, only for as long as we need it to help us do the thing we needed it for. We have a policy that tells us when to keep it and when to bin it.



? Will your information be shared?

We won't share your information with anyone else without your permission, unless the law says we can or should.

Sometimes we have to share your information. We normally have to share it with the people in charge of all schools, the Department for Education (DfE).

Under Regulation 4 and 5 of the Education (Information about individual pupils) (England) Regulations 2013.

DfE is statutory for school funding and for educational attainment policy and monitoring, and other government agencies and local authorities as required.

Norfolk County Council teams working to improve outcomes for children and young people.

Commissioned providers of local authority services

Schools or colleges you attend after leaving us

Local forums with schools and Norfolk County Council representatives which support in-year fair access processed and support managed moves between schools



Local multi-agency forums which provide SEND advice, support and guidance

Partner organisations signed up to the Information Sharing Agreement – which may include the Police, YOT, School Nurses, Doctors and Mental health workers, and Norfolk Community Health Foundation Trust

Schools in our local collaboration to enable moderation of pupil assessment outcomes, to support collaborative working, through joint analysis, and ensure children continue to receive appropriate education provision

NCC shares information with external moderators of end of key stage assessments to meet statutory requirements from the Standards and Testing Agency (STA)

Third party providers and information services where consent has been given. We check providers are not transferring data outside of the EU.

Contracted providers of services such as school photographers and catering providers where consent has been given.

With law enforcement or other authorities if required by applicable law.

Pupil information to Norfolk County Council to fulfil their responsibilities to education or training of 13-19 year olds under Section 507B of the Education Act 1996 including intended destinations of pupils moving from Year 11 into Year 12 and September Guarantee course offers for pupils in Year 11 moving into Year 12.

Norfolk County Council has a legal responsibility to track all young people up to the age of 19 (and young adults with learning difficulties or disabilities up to the age of 25) to assist the planning of education and training for young people and the support services they require. We will be informed of your current activity once you have left the school in relation to education, training, employment with training you may be undertaking, and whether you are NEET (not in education, employment or training) Some of this information is shared with the DfE to assist with National Planning. At a local level, this information enables Norfolk County Council too provided and arrange post-16 education and training, youth support services and careers advice and guidance.

They store some of their information in the National Pupil Database, and then share some of it with people looking to help schools and pupils like you. But don't worry, the database is very safe and your information won't get lost or given to anyone who shouldn't have it.



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Once you reach the age of 13, we have to pass on certain information local authority/youth support services, who are responsible for the education or training of 13-to-19-year-olds.

We might share some information with people who provide education and training for people over 16, like colleges. We may pass on information that helps them to make sure they provide the right kinds of education, such as your name, date of birth, where you're from and things like that.

Your parents can ask us to only share your name, address and date of birth, and nothing else, by sending an email or letter to your school or college office. When you're 16, it's up to you to decide what information you want to share.

We have to share some information with careers services once you reach 16.



What are your rights?

You and your parents have the right to:

- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it's not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you're worried about how we get and use your information, you can speak to your teacher. If they cannot answer your question they can give you the name of someone else who works for UET who may be able to help. If you want to speak to somebody not at the school, you can call the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113 or using their [live chat](#).



Would you like to know more?

If you or your parents would like to find out more information about how we and/or the DfE collect, use and store your personal information, please visit our website www.unityeducationtrust.uk



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Four important things to understand

Now you've read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job.
 - We may share your information with others, but only when we really need to.
 - We will ask for your permission to share your information whenever you have a choice.
 - You can tell us not to share your information, even when you have said yes before.
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