

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

**All personal data will be respected and protected.**

### **Why do we collect and use pupil information?**

Northern Lights Learning Trust and its academies, Benedict Biscop CE Academy, Hart Primary School, St Peter's Elwick Primary School, ST Helens Primary School and Holley Park Academy hold the legal right to collect and use personal data relating to our pupils and their families, and we may receive information regarding them from their previous school [including academy], LA's and /or the DfE. We collect and use personal data in order to meet the legal requirements and legitimate interests set out in the GDPR and UK Law, including those in relation to:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education [ Information About Individual Pupils] [England] Regulations 2013

In accordance with above, the personal data of pupils and their families is collected and used for the following reasons:

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

- Personal information (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)

Attendance information (such as sessions attended, number of absences and absence reasons)

- Assessment information (such as national curriculum assessment results)
- Medical information (such as doctor's information, allergies, medication, dietary requirements etc)
- Information relevant to SEND
- Behavioural information (such as number of temporary exclusions)
- Archiving purposes in the public interest
- Scientific research
- Historical research
- Statistical purposes

We collect and use the pupil data:

- to support pupil learning
- to monitor and report on pupil attainment and progress
- to provide appropriate pastoral care
- to make decisions relating to how we provide education in a pupil centred way
- to assess the quality of our services
- to keep pupils safe
- to meet legal duties placed on us by local and central government

## **Collecting pupil information**

Information is provided to us in the following ways:

- Admission registration forms
- Common Transfer files (CTF) from previous school(s)

Child protection plans 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**

Personal data held in the academies of Northern Lights Learning Trust, relating to pupils and their families is stored in line with the school's GDPR Data Protection Policy and Retention Schedule. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

We hold pupil data for statutory purposes for as long as the law dictates. All information is transferred out via a secure site by the DfE when your child transfers to another school. Other information is archived in the public interest for historical, statistical or scientific research, once your child leaves our school.

## **Why we share pupil information**

Northern Lights Learning Trust or its academies will not share your personal information with any third parties without your consent, unless the law allows 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.

## **Whom do we share pupil information with?**

The schools are required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as national curriculum assessment results)
- Relevant information for the termly Census, (such as "Looked After, and adopted)
- Relevant medical information
- Information relevant to SEND
- Behavioural information (such as number of temporary exclusions)

## **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 pupil information we share with the department, 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 DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether 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 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>

### **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>

### **Who do we share other pupil information with?**

The school routinely shares pupils' information with:

- The LA's
- The NHS (including the school nurse)
- Schools that you attend after leaving us

The information that we share with these parties includes the following:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)

- Assessment information (such as national curriculum assessment results)
- Relevant information for the termly Census, (such as “Looked After, and adopted)
- Relevant medical information
- Information relevant to SEND
- Behavioural information (such as number of temporary exclusions)

### **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 school office. As a trust we buy into an SLA with Gateshead council who act as our Data Protection Officer and will advise the school accordingly.

You can request information on the following:

- Be informed about how Northern Lights Learning Trust and its academies uses your personal data.
- Request access to the personal data that we hold.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Northern Lights Learning Trust, its academies and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner’s Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

### **Where can you find out more information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website [www.northernlightslearningtrust.co.uk](http://www.northernlightslearningtrust.co.uk) and download our [GDPR Data Protection Policy](#) or the government websites named above.