

Privacy Notice: How we use pupil information

The document is intended to give our pupils and their parents, their carers or their guardian an explanation as to how information about them is used in our educational establishments.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity and, language)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

This list is not exhaustive, to access the current list of categories of information we process please consult the NFA Group's Data Protection Officer at DPO@nfa.co.uk.

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

For personal data:

- *processing is necessary for compliance with a legal obligation which the controller is a subject* (we are under contract from local authorities or other to deliver education services);
- *processing is necessary for the purposes of the legitimate interests pursued by the controller.*

For special categories of personal data:

- *processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.*

Collecting pupil information

We collect pupil information via those responsible for their placements, we may also seek additional information from their parents/guardians/carers.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with the data protection legislation, we will adhere to inform you at

the point of collection, 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 securely for as long as necessary. Our data retention schedules are currently in the process of revision, for more information email DPO@nfa.co.uk.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)

Why we regularly 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.

Requesting access to your personal data

Under data protection legislation, parents, carers, guardians 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 NFA Group Data Protection Officer at DPO@nfa.co.uk.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting DPO@nfa.co.uk.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated November 2018.

Contact

If you would like to discuss anything in this privacy notice, please contact: DPO@nfa.co.uk.