Privacy Notice for Parents / Carers

Frequency of Review:	Every 2 years
Date of Approval:	August 2018
Date of Next Review:	December 2025
Adopted by the Board of Empower Trust	

Date of Review:	December 2019	No changes to Policy
Date of Review:	December 2021	No changes to Policy
Date of Review:	January 2024	The following additions were made to the policy; 'Behaviour' was included under personal data, the methods of data collection, the data shared with the DfE and the reasons for this
Date of Review:		

Privacy notice for parents/carers – use of your child's personal data

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about you. We, Empower Trust, are the 'data controller' for the purpose of data protection law.

Our data protection officer can be contacted at admin@empowermat.co.uk . However, we would prefer that you contact the academy in the first instance if you have any questions or queries related to this privacy notice.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Learner and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Behaviour & exclusion information
- Details of any medical condition, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupil's that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support learning
- Monitor and report on progress
- Provide appropriate pastoral care
- Protect student welfare/ wellbeing • Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupil's personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupil's personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interest)

Where we have obtained consent to use pupil's personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupil's personal data overlap, and there may be several grounds which justify our use of this data.

Collecting information

We collect your personal information via the following methods:

- Registration forms
- Common Transfer File (CTF) from a previous school
- Child protection plans
- Other forms, examples including for health, curriculum, wrap around care and extra-curricular activities.

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional.

If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils whilst they are attending our school. We may also keep it longer if this is necessary in order to comply with our legal obligations. Our record retention procedure sets out how long we keep information.

If you would like to request a copy of our record retention schedule, please contact the data protection officer.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where it is legally required or necessary (and it complies with data protection law), we may share pupils' personal information with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department of Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator (Ofsted)
- Suppliers and service providers – to enable them to provide the service we have contracted them for (e.g. sending text messages, making payments etc)
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations

- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

This list is not exhaustive.

Department for Education (DfE)

The DfE collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework, which can be found by following this link:

https://www.gov.uk/government/publications/security-policy-framework

The pupil data that we lawfully share with the DfE through data collections:

· Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.

· Informs 'short-term' education policy monitoring and school accountability and intervention.

· Supports 'longer-term' research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, follow this link: https://www.gov.uk/education/data-collection-and-censuses-for-schools

National Pupil database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

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

For more information, see the department's webpage on how it collects and shares research data. You can also contact the Department for Education with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you want to make a request, please contact our data protection officer.

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 the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations To exercise any of these rights, please contact the data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the Headteacher in the first instance or our data protection officer.

Greenacres Primary School	admin@greenacres.empowermat.co.uk
Market Drayton Infant and Nursery School	admin@mdinfants.empowermat.co.uk
Market Drayton Junior School	admin@mdjunior.empowermat.co.uk

St Peters CE Primary and Nursery School	admin@stpeters.empowermat.co.uk
The Wilfred Owen School	admin@wilfredowen.empowermat.co.uk
Woodfield Infant School	admin@woodfield.empowermat.co.uk
St George's Junior School	admin@stgeorges.empowermat.co.uk
St Mary's CE Primary School	admin@stmarys.empowermat.co.uk