

**2020/2021**  
**THE MFG ACADEMIES TRUST**  
**PRIVACY NOTICE**  
(to be re-issued September 2020)

**This document might be difficult for you to understand. You can ask your parents or another adult such as your teacher to help you understand it. It is about how we use information about you and what we do with it. We call this information about you ‘personal data’ or ‘personal information.’**

### **Who we are**

You already know that your school is called Colne Valley High School and that it is part of The MFG Academies Trust but we have to tell you that Trust is the organisation which is in charge of your personal information. This means the Trust is called the Data Controller.

If you want to contact us about your personal information you can contact our Data Protection Officer who is named on a notice in reception. You can speak to him/her in school or you can leave a letter at reception or send one by post.

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

We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use the student data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law regarding data sharing

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

- 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)
- Any special educational needs
- Relevant medical information
- For students enrolling for post-14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications
- National curriculum assessment results
- Exclusion information
- Post-16 learning information

### **Our legal basis for using this data**

We only collect and use students’ 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 students’ 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 interests)

Where we have obtained consent to use students’ 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 students’ personal data overlap, and there may be several grounds which justify our use of this data.

## **Collecting student information**

Whilst the majority of student 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 (GDPR), we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

## **How long we keep your information**

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in our student file. We usually keep these until your 25<sup>th</sup> birthday unless you move to another school in which case we send your file to your new school. We have a policy which explains how long we keep information. It is called a Data Retention Policy and you can find it on the Academy website or ask for a copy at reception.

## **Who do we share your information with?**

We routinely share student information with:

- Schools that the students attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Disclosures connected with SEN support – eg non-LA professionals
- School nurse
- School counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- Online learning providers – eg GCSE pod

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so. We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

## **Youth Support Services - What is different about students aged 13+?**

Once our students reach the age of 13, the law requires us to pass on certain information to CandK Careers acting on behalf of Kirklees Council in providing Youth Support Services. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of our students and their parents and any further information relevant to the support services' role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. For more information about services for young people, please go to CandK Careers website <http://www.ckcareers.co.uk/services/information-advice-and-guidance/iag-for-young-people-13-19>

We are required by law (under regulation 5 of the Education (Information about Individual Students)) England Regulations 2013, to pass some information about our students to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority.

The DfE may also share information about students that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection, allows it.

## **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about students 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 students 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 Students) (England) Regulations 2013.

To find out more about the student 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 [National student database: user guide and supporting information - GOV.UK](#).

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

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

The Department has robust processes in place to ensure the confidentiality of our data 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 student 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 student information to (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-student-database-requests-received> . To contact DfE: <https://www.gov.uk/contact-dfe>

We will also normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have.

## Your rights


### You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy or you can ask the Data Protection Officer. The policy can be found on the Academy website or you can ask for a copy at reception.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow' Cheshire, SK9 5AF Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number. If you have a concern 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/>

### I have read and understood the Privacy Notice:

 Please sign:

Parent/Carer		Student	
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