



Privacy Notice

Pupils, Parents and Carers

How we use pupil, parent and carer information

The schools within Richard Huish Trust need to collect, store and process data on pupils, parents and carers in order to be able to safeguard pupils and keep parents informed about pupils' safety, welfare and progress. The data is also used to keep parents updated on whole school events, progress and activities. Only essential data is held and there are clear processes in place that govern how we collect, use, store and share the 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 your personal data and that of your child.

We, Richard Huish Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Amy Brittan (see 'Contact us' below).

How we use pupil, parent and carer information

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

- support your child's learning;
- monitor and report on their progress;
- provide appropriate care for them;
- assess the quality of our services; and
- to comply with the law about sharing personal data.

This information will include your child's contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, religion, any special educational needs they may have as well as relevant medical information. We will also use photographs of them. More details about this are in our E-Safety Policy.

We will also collect information from parents and carers in order to communicate about your child's learning and welfare. This will include your name and contact details.

For pupils enrolling for GCSE qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about their learning or qualifications.

The use of your child's information for these purposes is lawful for the following reasons:

- The Academy Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use your child's information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education.
- It is necessary for us to hold and use your child's information to provide an effective education. This means we have a legitimate interest in processing your data, but we always ensure that we have a clear purpose for the data, that we collect no more data than is necessary, and that we balance your rights with our requirements.
- We will not usually need your consent to use your child's information. However, if at any time it appears to us that we would like to use your child's personal data in a way which means that we would need your consent, then we will explain to you what we want to do and ask you for consent. This is most likely to be when we are involved in activities which are not really part of our job as an Academy Trust/School but we are involved because we think it would benefit our pupils. If you give your consent, you may change your mind at any time.
- When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, or whether there is a legal

requirement on the Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

When we give your child's information to others

Who we share with	Why we share
Our local authority	To meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
The Department for Education	We have to do this by law. This data sharing underpins school funding, educational policy and funding
Our own in-house Careers Advisor	To be able to offer students advice on their choices when they leave school
Police forces, courts, tribunals and security services	As we are required to by law
Students family and representatives	To keep you informed on the progress, health and wellbeing of your child
Educators and examining bodies	To ensure that pupils are entered for exams and that their results are recorded
Health and social welfare organisations	Such as the school nurse and the Education Welfare Officer to help look after the health and wellbeing of pupils
Our payment service providers	So that you can pay for meals, trips resources and activities.
Providers of electronic learning resources	To allow you to use their resources in class and at home

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Somerset County Council youth support services, as it has legal responsibilities regarding the education or training of 13-19-year-olds. This information enables it to provide youth support services, post-16 education and training services, and careers advisers. Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Somerset County Council youth support services.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your child that we hold, please contact the Data Protection Officer at the school address.

We will also normally give information about your child to you. We will also take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have.

We will share data about your child with education analysis and research organisations such as ALPS and Fisher Family Trust so that we can monitor their academic performance.

The information disclosed to these people/services will include sensitive personal information about your child. Usually this means information about their health and any special educational needs or disabilities which they have. We do this because these people need the information so that they can support your child.

Our disclosure of your child's personal data is lawful for the following reasons:

- The Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your child's information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing your child's information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above.
- We will not usually need consent to disclose your child's information. However, if at any time it appears to us that we would need consent then this will be sought before a disclosure is made.

It is in your child's vital interests for their personal information to be passed to these people or services. We will ask them for consent once they are old enough to understand what we are asking. This is because the law requires us to ask them if they can understand. Normally, we involve parents too but by law we won't need your consent if your child can give it. Before your child is old enough to understand we will ask you to consent for them.

We are required, by law, under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils 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 pupils 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 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 [National pupil database: user guide and supporting information - GOV.UK](#).

The Department may share information about our pupils 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 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 the DfE: <https://www.gov.uk/contact-dfe>

Transferring data internationally

We do not normally transfer your child's information to a different country which is outside the European Economic Area. This would only happen if one of you lives abroad or if your child moves to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your child's information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you about it and make sure that you are happy for us to send your child's information. As this is not something we normally do and we don't know which country we might need to send your child's information to, we cannot tell you more about it now but if we want to transfer your child's data to a different country then we will tell you whether or not we think it is safe and why we have decided that.

How long we keep your child's information

We only keep your child's information for as long as we need to or for as long as the law requires us to. Our record retention schedule/records management policy is based on the [Information and Records Management Society's toolkit for schools](#) and sets out how long we keep information about pupils.

Your rights

Parents and carers have a right to make a '**subject access request**' to gain access to personal information that the school holds about you or your child. If you would like to make a request please contact our Data Protection Officer (see 'Contact us' below).

You can make a request with respect to your 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 make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Correct any information that you tell us is inaccurate
- Erase information about you and your child that you do not wish us to hold (although we may have good, lawful reasons as to why we cannot do this)
- Transfer your child's information to another organisation in a format that makes it easy for them to use.

You can complain about what we do with your child's personal information. If you are not happy with our answer to your complaint then you can complain 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 our **data protection officer**:

Amy Brittan - DPO Schools Contact: dposchools@somerset.gov.uk