



Keystone Academy Trust

Privacy Notice for Pupils and Parents

The Keystone Academy Trust is a data controller for the purposes of the General Data Protection Regulation (GDPR) 2018. The Data Protection Officer for the trust is Joe Lee, Joe.Lee@ark.me.uk.

The Trust collects personal information on all pupils at all its Academies, including children who are defined in law as children in need or those who are looked after by the Local Authority (LA).

Why do we collect and use your information?

We collect and use personal data in accordance with legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Articles 6 and 9 of the GDPR
- The Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with above, we use this information to:

- support a pupil's learning;
- monitor and report on a pupil's progress;
- provide appropriate pastoral care;
- assess the quality of our services; and
- comply with the law regarding data sharing.

What data is collected?

In line with Article 6 of the Regulation, the Keystone Academy Trust considers the processing of the following information to be in the public interest and therefore consent forms are not considered necessary:

- Pupil details – name/DOB/address/SEN needs/allergies/health data etc.
- Parent details – names/contact information/address/relationship to pupil etc.
- Staff details – names/addresses/contact information/salary/contracts/next of kin
- Behaviour – assessments/census data etc.
- General school business – attendance/lesson planning/contact with parents etc.
- Pupil images – for use in Academy management systems.

Other categories of pupil information collected, held, and shared include:

- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Exclusions/behavioural information

The Trust may also receive information about pupils from their previous school(s) and the Learning Records Service.

Privacy in collecting, using, storing and disposing of data.

The Trust or Academy will comply with the requirements of the GDPR that govern the processing of personal data. Under these requirements, the information will be collected and used fairly, stored safely and not disclosed to any other person where to do so would be in breach of those requirements or would otherwise be unlawful.

Lawful Basis for Processing

As stated previously, the majority of information provided to the Trust comes under Article 6 (e) of 'performance of a task carried out in the public interest' and is therefore mandatory.

We also process information where:

1) the data subject has given consent for one or more specific purposes

2) processing is necessary in order to protect the vital interests of the data subject or another natural person (medical information, for example). When collecting data on a voluntary basis, the Academy will inform parents/carers whether they are required to provide this data or if consent is needed. Where consent is required, the Academy will provide specific and explicit information concerning the reasons the data is being collected and how the data will be used. For the processing of any special categories of personal data (including racial or ethnic origin, religious or philosophical beliefs and the processing of health data, genetic or biometric data), specific conditions as stated in Article 9 (2) of the General Data Protections Regulations must also apply. These include:

- The data subject has given explicit consent to the processing of such personal data;
- Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- Processing is necessary for the purposes of preventative or occupational medicine and the provision of health care or treatment;
- Processing is necessary for the exercise or defence of legal claims.

Photographs and Film

Occasionally, the Trust may photograph or film pupils undertaking Academy activities. We may use the photographs or films either within or outside of Trust/Academy buildings. We would always seek consent for these purposes. Pupils will always be made aware if they are being photographed or filmed, what the purpose of this is and will be given the opportunity to object. Where the relevant consent has been obtained, photographs and films may be:

- used on displays, in presentations and in publications.
- used on websites and on social media sites which can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- supplied to the media for use in newspapers and magazines and on TV, websites or social media sites.

How long is your data stored for?

Personal data relating to pupils and their parents/carers is stored in line with ICO guidelines as detailed in the Trust's Data Protection and Record Managements policies which can be found on our website, www.keystoneacademytrust.org.uk. In accordance with the GDPR, the Trust 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.

Will my data be shared?

The Trust will not share information about our pupils with any third parties without consent, unless the law and our policies allow us to do so. Academies routinely share pupils' information with:

- Pupils' destinations upon leaving the school
- The LA
- The NHS
- The DfE

The Trust also has a Data Sharing Agreement with Lincolnshire Local Authority through an automated and secure data exchange process. This is central to the success of integrated working across Trust Academies and the LA MIS systems, thus maintaining reliable and accurate pupil and school records.

We are required by law to pass some information about pupils to the Department for Education (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013; this, in turn, will be available for the use of the LA. We share pupils' data with the Department for Education (DfE) on a statutory basis; this underpins school funding and educational attainment policy and monitoring. The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. The Trust is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NPD 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 NPD is maintained. You can find out more about the NPD by following this link: <https://www.gov.uk/guidance/how-to-access-department-for-education-dfe-data-extracts>

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

Requesting access to your personal data

Under the GDPR, 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 to be given access to your child's educational record, please contact Joe Lee, joe.lee@ark.me.uk. You also have the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified 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 the deletion or removal of personal data where there is no compelling reason for the continued processing.

Withdrawal of consent

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. Please contact Joe Lee, joe.lee@ark.me.uk to do this.

Any concerns?

If you have a concern about the way the Trust or an individual Academy is collecting or using your personal data, we request that you raise your concern with us in the first instance. By contacting Joe Lee, joe.lee@ark.me.uk. Alternatively, you can contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns>. They can also be contacted on 0303 123 1113 (Monday-Friday 9am-5pm).