



## Privacy Notice (How we use pupil information)

### 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, language, and free school meal eligibility)
- 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, dietary requirements or emergency contacts)
- 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)
- catering management (such as the provision of free school meals, allergies or payment systems)
- trips and activities (such as payment or risk assessment)
- communications (such as consent for social media use or photographic/video involvement)
- identity management (such as IT usernames, photographs, building sign-in)

This list is not exhaustive, to access the current list of categories of information we process please contact us to discuss any questions you may have, or request visibility of our Record of Processing Activity:

**The Data Privacy Manager**  
**The GORSE Academies Trust**  
**C/O John Smeaton Academy**  
**Smeaton Approach**  
**Barwick Road**  
**Leeds**  
**LS15 8TA**

**GDPR@tgat.org.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
- f) to meet the statutory duties placed upon us for DfE data collections
- g) to support the training of student teachers and CPD of existing staff

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information, of UK GDPR – Article 6, are:

- Article 6(1)(e) - Public Task
- Article 6(1)(a) – Consent
- Article 6(1)(b) -Contract
- Article 6(1)(c) - Legal obligation
- Article 6(1)(e) - Public Task
- Article 6(1)(f) - Legitimate Interests

In addition, concerning any special category data, the lawful bases we rely on for processing pupil information, of UK GDPR – Article 9, are:

- Article 9(2)(b) – Employment
- Article 9(2)(f) - Defence or legal claim
- Article 9(2)(h) - Occupational health
- Article 9(g) Reasons of substantial public interest (with a basis in law)

If you have an enquiry regarding the specific lawful basis for a specific item of data please contact us at [GDPR@tgat.org.uk](mailto:GDPR@tgat.org.uk)

## Collecting pupil information

We collect pupil information via:

- Registration forms (for example at the point of joining a school or the start of an academic year)
- Transfer of records from previous schools
- Admissions data provided during the admissions process (eg from Leeds City Council)
- School Planners
- Specific consent forms (for example regarding school trips)
- CCTV for the purpose of safeguarding and security (including 3<sup>rd</sup> party CCTV at managed sites)

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will 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 have a Personal Data Retention Policy which explains how long different types of personal data are kept for. We only process and retain personal data for legitimate and lawful reasons, and we do not

retain personal data for longer than is necessary. The duration we retain data for can vary significantly between the differing types of data and the reasons for processing that data.

For more information on our data retention schedule and how we keep your data safe please contact us at [GDPR@tgat.org.uk](mailto:GDPR@tgat.org.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)
- The Gorse Academies Trust
- Examinations awarding bodies
- NHS
- Public Health England

## 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. Where we require consent for the sharing of data we will always request this prior to data being shared. Where we are obliged to share data without explicit consent we declare this within our Record of Processing Activity.

## Youth support services

### Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the Local Authority service via secure file transfer (using the S2S system), is securely stored and held for the period of time defined by the Local Authority data-retention policy.

## Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

Data is securely transferred to the Local Authority service via secure file transfer (using the S2S system), is securely stored and held for the period of time defined by the Local Authority data-retention policy

For more information about services for young people, please visit your local authority website.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

- Section 83 of the Children Act 1989
- Section 537A of the Education Act 1996
- Section 114 of the Education Act 2005
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## Requesting access to your personal data

Under data protection legislation, 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 be given access to your child's educational record, contact:

**The Data Privacy Manager**  
**The GORSE Academies Trust**  
**C/O John Smeaton Academy**  
**Smeaton Approach**  
**Barwick Road**  
**Leeds**  
**LS15 8TA**  
[GDPR@tgat.org.uk](mailto:GDPR@tgat.org.uk)

You also have the right to:

# GORSE

- 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/>.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## 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:

**The Data Privacy Manager**  
**The GORSE Academies Trust**  
**C/O John Smeaton Academy**  
**Smeaton Approach**  
**Barwick Road**  
**Leeds**  
**LS15 8TA**  
[GDPR@tgat.org.uk](mailto:GDPR@tgat.org.uk)

## Last updated

We may need to update this privacy notice periodically. This version was last updated on **12/08/2022**.

## Contact

If you would like to discuss anything in this privacy notice, please contact:

**The Data Protection Officer**  
**The GORSE Academies Trust**  
**C/O John Smeaton Academy**  
**Smeaton Approach**  
**Barwick Road**  
**Leeds**  
**LS15 8TA**  
[GDPR@tgat.org.uk](mailto:GDPR@tgat.org.uk)

## How Government uses your data

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

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfE-external-data-shares>.

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

# GORSE

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

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

To contact DfE: <https://www.gov.uk/contact-dfe>.