

## Privacy notice for pupils and their families

Multi-academy Trusts have a duty to inform pupils and their families about how they process any information about them that is in their control. This is referred to as **'personal data'**.

The Skills for Life Trust do this by providing pupils and their families with a privacy notice. For the purpose of this privacy notice, **'processing'** refers to anything we do with your personal data, including collecting, storing, sharing or securely disposing of it when it is no longer required.

## What categories of personal data are processed?

The categories of personal data that we process include the following:

- **Personal identifiers and contacts** – e.g. name, unique pupil number, contact details and address
- **Characteristics** – e.g. ethnicity, language and eligibility for free school meals
- **Safeguarding information** – e.g. court orders and professional involvement
- **Special educational needs and disabilities (SEND) information** – e.g. any needs you have
- **Medical and administration** – e.g. doctors' information, your health, allergies, medication and dietary requirements
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- **Assessment and attainment** – e.g. any relevant test and exam results
- **Behavioural information** – e.g. exclusions and any relevant alternative provision put in place

## Why do we collect and use your personal data?

We collect and use your personal data for the following reasons:

- To support pupil learning
- To communicate with parents and guardians
- To process payments for school services and clubs
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services

- To keep pupils safe
- To meet legal duties placed on us by the government

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing personal data are:

- To comply with a legal obligation
- To perform an official task in the public interest
- To fulfil a contract we have entered into with you

Less commonly, we also rely on the following lawful bases when process personal data:

- Consent
- To protect an individual's vital interests (protect their life)

## How do we collect your personal data?

We collect your personal data via the following methods:

- Admission forms
- Common Transfer Files (CTF) from previous schools
- Physical files, securely transferred from previous schools
- The Arbor Parent Portal

Whilst the majority of personal data you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or whether you have a choice.

## How do we store your personal data?

We hold your personal data securely for the set amount of time shown in the Trust's Records Management Policy and Records Retention Schedule, which can be found [here](#).

For more information about how we keep your personal data safe, please see the Trust's Data Security Policy, which can be found [here](#).

## Who do we share your personal data with?

Where it is legally required, or necessary (and it complies with data protection law) we may share personal data with:

- The Local Authority – Medway Council and Kent County Council
- The Department for Education (DfE)
- Schools or academies that you go to after leaving us
- Youth support services
- Examination boards
- Ofsted
- Suppliers and service providers
- External auditors
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Courts
- Professional bodies

## Why do we share your personal data?

We do not share personal data with anyone without your consent, unless the law and our policies allow us to do so.

### Youth support services

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

Sharing this personal data allows them to provide the following services:

- Youth support services
- Careers advisers

### Post-16 education and training providers

The personal data we share is limited to the pupil's name, address and date of birth; however, where a parent has provided their consent, other relevant personal data will be shared – this right to consent is transferred to pupils once they reach 16-years-old.

### Department for Education (DfE)

The DfE collects personal data from us through various collections the school is required to undertake legally. We are required to share data about pupils with the DfE either directly or via our Local Authority for the purpose of those data collections, under Regulation 5 of The Education

(Information About Individual Pupils) (England) Regulations 2013.

All personal data 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](#).

## How does the government use your data?

### The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains personal data for pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Personal data on the NPD is held in an electronic format and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

### Sharing by the DfE

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

- Schools
- Local Authorities
- Researchers
- Organisations connected with promoting the education or wellbeing of pupils
- Other government departments and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level personal data relating to a crime. The DfE typically supplies personal data on around 600 pupils per year to the Home Office and approximately one per year to the police.

For more information about how the DfE collects and shares personal data of pupils, you can look at the information in the following two links:

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

<https://www.gov.uk/government/publications/dfe-external-data-shares>

## How to find out what personal data the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal data 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>

## What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the personal data 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/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
- Seek compensation, either through the ICO or the courts

If you want to request access to the personal data that we hold about you, or your child, please contact the school office. They will inform a member of the Data Protection Team, who will contact you to formalise your Subject Access Request (SAR).

For more information about Subject Access Requests, please see the Trust's Subject Access Request Procedure, which can be found [here](#).

If you are concerned about the way we are processing your personal data, please contact the school office and they will inform a member of the Data Protection Team, who will contact you to discuss your concern.

If you are concerned about the way your request relating to access or processing of personal data is being dealt with, please raise your concern with the Trust Data Protection Officer (DPO).

You can also contact the ICO at <https://ico.org.uk/concerns/>.

## How to withdraw consent and lodge complaints

Where the Skills for Life Trust processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the school office, who will inform a member of the Data Protection Team.

## How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the Trust's Data Protection Officer:

Mr. T. Heyes,  
Data Protection Officer,  
Skills for Life Trust,  
157 Waldersalde Road,  
Chatham,  
Kent,  
ME5 0LP

Telephone: 01634 861593

Email: [privacy@sflt.org.uk](mailto:privacy@sflt.org.uk)

If you require further information about how we and/or the DfE store and use your personal data, please visit the [Skills for Life Trust website](#), the [Gov.UK website](#).