

Privacy Notice (How we use student information)

Students: young people aged up to 19 who are studying for qualifications at an academy of The Pinnacle Learning Trust.

The Pinnacle Learning Trust complies with the GDPR and is registered as a “Data Controller” with the Information Commissioner’s Office (Reg. No. **ZA341736**). The Data Protection Officer (DPO) for the Trust is **CORINNE WALKER**. Contact details are at the end of this document.

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure, is retained for no longer than is necessary, and disposed of securely, in line with The Academy’s Retention Policy.

The lawful basis on which we use this information

We collect the following personal data under GDPR Article 6b (Performance of a contract), GDPR Article 6c (Legal Obligation), and 6e (Public Task) in order to meet our legal obligations with the ESFA and DfE. This collection is also necessary in order for us to carry out our public task to provide education and training.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

What information do we collect, use and share about students?

We collect many different categories of information, for example

- Personal information (such as name, unique pupil number and address, parent/guardian)
- 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)
- Assessment information
- Medical conditions
- Trips and visits
- Photographs
- CCTV images
- Use of academy IT systems
- Special Educational Needs and Disability
- Behaviour and exclusions
- Education/school history
- Siblings information

In some cases, we will also have:

- Information about consultation with other professionals
- Information about supporting your learning
- Records of any academy equipment loaned to you
- Information about plans for career or post 16 education choices

Some of the personal data we keep is given greater protection and is known as special category personal data.

Special category data that we collect and use about you includes;

- Information about health conditions
- Information about sickness related absences
- Information about your ethnic origin

In academies that use biometric based systems (for example; fingerprint scanning for academy meals)

- Biometric data used to identify you

Why we collect and use this information

We use the student data:

- to support student learning
- to support student welfare
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard students
- the prevention and detection of crime

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, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

What if I do not provide personal data?

Failure to provide data required to meet legal obligations will result in us not being able to enrol you as a student. Failure to provide other information (except that requiring consent), for example learning difficulty or disability information, may result in the college being unable to provide the standard of service we would wish to provide.

Who do we share student information with?

At times we may share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

We share students' data with the Department for Education (DfE) / Education and Skills Funding Agency (ESFA) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013

We routinely share student information with:

- Educational establishments that the student attends after leaving us
- our local authority
- the Department for Education (DfE) / Education and Skills Funding Agency (ESFA)

- NHS/school nurse
- Third party professional services i.e. Social Services, Social Care Teams, Youth Support Services
- Agencies that provide services on our behalf
- Examining bodies
- Police forces and Courts
- Third-party organisations, as allowed by law
- Employers (references, work experience)
- Parents of students

Where we share your personal data with someone who is a supplier or service provider we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

How do we store and secure data?

Data is stored in a range of different places, including the student information management systems, on paper in stored secure places, or on electronic documents within a secure network.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

If you'd like to know how long we keep a specific piece of personal data, please contact the DPO (Data Protection Officer) whose details can be found at the end of this Privacy Notice.

Monitoring

Students should be aware that the Trust monitors activity on its ICT facilities in order to provide a safe environment for children and young people. Inappropriate activity (even personal communication) will be reported to the DSL and/or Principal, which may result in disciplinary action.

CCTV

All Trust academies use CCTV systems to ensure the safety and security of all students, staff and visitors. All footage is stored for no longer than six weeks and is automatically overwritten, unless it is to be used in evidence for a criminal case.

CCTV cameras are sited to ensure that only public or common areas within the Trust sites are recorded. The cameras are positioned so that no members of the public are inadvertently recorded.

In addition, Oldham Sixth Form College operates a Body-Worn Camera system that can record audio and visual footage. These cameras are limited to use by the security team. All policies are available on the Trust website.

Photographs

The Academies within the Trust may take photographs, videos or webcam recordings of students for official use, monitoring and for educational purposes. You will be made aware that this is happening and the context in which the photograph will be used. Photography and video content is kept indefinitely as it may have historical significance unless a participant requests that their personal data be deleted.

Photographs may also be taken of those attending events which may appear in the newspaper or marketing materials. You will be made aware that this is happening and the context in which the photograph will be used. Where we publish information, it may remain public indefinitely unless the person requests that an item containing their personal data be deleted.

Do the Academies use automated decision-making?

Oldham Sixth Form College uses an automated process to send absence notifications.

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>, or for students over 16, the Education and Skills Funding Agency privacy statement <https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>

Youth support services

Students aged 13+

Once our students reach the age of 13, we also pass student 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

A parent or guardian can request that **only** their child's name, address and date of birth be passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

Students aged 16+

We will also share certain information about students 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
- For more information about services for young people, please visit our local authority website.

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 school 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 Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

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

The department may share information about our school 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, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Learning Records Service (LRS)

The Learning Records Service is operated by the Skills Funding Agency. The Learning Records Service collects data relating to learners registering for relevant post-14 qualifications, for example GCSEs and A-Levels.

The Learning Records Service stores learner participation and achievement data collected directly from awarding organisations. This information is known as the 'Personal Learning Record' (PLR). Permitted organisations will have access to a student's PLR in order to access their achievements, awards and to enable advice and guidance to be provided. Students, as the learner, will be able to get a copy of their PLR. In addition to the Personal Learning Record, the Learning Records Service provides a Unique Learner Number (ULN) to individual learners.

For more information about how your information is processed and shared refer to the Extended Privacy Notice available on Gov.UK.

Your rights to your personal data

Under data protection legislation, you have rights relating to the personal data that we collect and use. You have different rights depending on the legal basis of the information we are using. You have the right to view the personal data that we hold about you, to receive a copy of the data. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer (details are below)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, please raise your concern with us in the first instance. Our DPO (Data Protection Officer) is **CORINNE WALKER** and details of how to contact her are at the end of this document.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Withdrawal of Consent

The lawful basis upon which the Trust processes personal data is that it is necessary in order to comply with the Trusts legal obligations and to enable it to perform tasks carried out in the public interest.

Where the Trust processes personal data **solely** on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Further Information

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

Corinne Walker, Data Protection Officer, The Pinnacle Learning Trust
C/o Oldham Sixth Form College, Union Street West, Oldham, OL8 1XU

Tel: 0161 287 8000 ext 2314

Email: dataprotection@pinnaclelearningtrust.org.uk

Changes to this privacy notice

We may change this privacy notice and we encourage you to check this privacy notice from time to time