

# Privacy Notice for pupils (provided to parents and carers)

If this notice is difficult for you to understand, you can ask your parents or another adult to help you understand it.

Your school is part of a multi academies trust known as Pontefract Academies Trust.

This Privacy Notice has been written to inform parents, pupils and students of schools operated by Pontefract Academies Trust about what we do with your personal information.

## Who we are

Pontefract Academies Trust is a 'Data Controller' as defined by Article 4 (7) of General Data Protection Regulations (GDPR). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Pontefract Academies Trust has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Pontefract Academies Trust is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Information Governance  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL

[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01609 53 2526

## What information we collect

The categories of information that we collect, hold and share include the following:

- Personal information of pupils and their family members e.g. name, pupil number, date of birth and address
- Educational attainment
- Free school meal eligibility
- Attendance information
- Assessment information
- Behavioural information
- Safeguarding information

We will also process certain 'special category' data about our pupils including:

- Relevant medical information- please note that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all the staff.
- Special Educational Needs and Disabilities information

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- Race, ethnicity and religion
- Biometric data e.g. thumb/fingerprints in our secondary schools for our catering or library systems

### Why do we collect your personal data?

We use the information we collect:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR:

Our legal basis for processing your personal data, in line with Article 6(1)(c) include:

- Education Act 1944, 1996, 2002
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) and Article 9(2)(g) as part of the official authority vested in us as Data Controller and for reasons of substantial public interest. Such processing, which is not mandatory but is considered to be in our pupils' / students' interests, include:

- School trips
- Extracurricular activities

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When we do process this additional information, we will ensure that we ask for your consent to process this.

### Who do we obtain your information from?

Much of the information we process will be obtained directly from you (pupils and parents). We will also process information received from:

- Department for Education (DfE)
- Our Local Education Authority Wakefield M D Council
- Any previous schools/nurseries attended

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## Who do we share your personal data with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our Local Education Authority Wakefield M D Council
- the Department for Education (DfE)
- National Health Service bodies (eg Child and Adolescent Mental Health Service)
- Throughout the Pontefract Academies Trust

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We will not share any information about you outside the Trust without your consent unless we have a lawful basis for doing so.

In our Secondary Phase Schools - Once our pupils reach the age of 13, we also pass information to our chosen careers, information advice and guidance services as stipulated under section 507B of the Education Act 1996. The information provided includes addresses, DOB of pupil/parents, and any other information necessary for the provision of the service including gender or ethnicity.

A parent or guardian can request that **only** their child's name, address and date of birth is passed to our chosen careers, information advice and guidance services by informing us. This right is transferred to the student once he/she reaches the age 16.

## CCTV

Some of our schools use Closed Circuit Television cameras for the purposes of monitoring our premises and to support any pupil/student behavioural policies. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

## How long do we keep your personal data for?

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about our pupils and students will be in their individual pupil/student file. We usually keep these until you move school, in which case we send the file to your new school, or until your 25<sup>th</sup> birthday.

All schools operated by Pontefract Academies Trust will keep your data in line with the Pontefract Academies Trust Records Management Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs and you can find this on the Pontefract Academies Trust website.

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## What rights do you have over your data?

Under GDPR parents and pupils have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

## Contact

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk)  
Telephone: 03031 231113 (local rate) or  
Telephone: 01625 545 745 (national rate number)