



Dear Parent/Guardian

July 2022

## THE SOCIETAS TRUST PRIVACY STATEMENT TO PARENTS AND PUPILS

The Societas Trust (the Trust) has updated Data Protection Procedures with the requirements of the UK General Data Protection Regulation (GDPR) which came into force on 25<sup>th</sup> May 2018, supporting the Data Protection Act 2018. We have to provide you with details of what information we process, who processes the information, how it is stored, and for how long, who it will be shared with and your individual rights relating to the processing of your personal data.

The Societas Trust is the data controller of the personal information you provide to us for each of the following settings:

- Alsagers Bank Primary Academy
- Ash Green Primary Setting
- Ellison Primary Setting
- Gladstone Primary Setting
- Goldenhill Primary Setting
- Oaklands Nursery School
- Summerbank Primary Setting

The Trust and the settings therein determine the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

### Who processes your information?

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the setting to share your data. Where the setting outsources data to a third party processor, the same GDPR standards that The Societas Trust upholds are imposed on the processor.

Mr Jon Lovatt, CEO, is responsible for monitoring and overseeing both the settings and Trust's data protection procedures, ensuring they are compliant with the GDPR. He can be contacted on 01782 613674 or [info@societatrust.org.uk](mailto:info@societatrust.org.uk)

The Data Protection Officer (DPO) for the Trust is SBM Services (uk) Ltd, 12 Park Lane Business Centre, Park Lane, Langham, Colchester CO4 5WR Tel 01206 671103 [info@sbmsservices.co.uk](mailto:info@sbmsservices.co.uk)

For any initial concerns about the processing of your data, please contact the data processing representative at your child's / children's Setting – this is usually the Head Teacher.

### Why do we collect and use your information?

The Societas Trust and the settings therein hold the legal right to collect and use personal data relating to pupils and their families, and may also receive information regarding them from any previous schools or academies, the Local Education Authority (LEA) and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR, for example the collection of data for the school census;
- Education Act 1996;
- Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning;
- To monitor and report on pupil progress;
- To provide appropriate pastoral care;
- To assess the quality of our service;
- To comply with the law regarding data sharing.
- To fulfil our statutory obligations to safeguard and protect children and vulnerable people

### **Which data is collected?**

The categories of pupil information that the setting collects, holds and shares include the following:

- Personal information e.g. names, unique pupil numbers, contact details and addresses;
- Characteristics e.g. ethnicity, language, nationality, country of birth and free school meal eligibility;
- Attendance information e.g. number of absences and absence reasons;
- Assessment information e.g. national curriculum assessment results;
- Relevant medical information (such as doctors' information, allergies, medication and dietary requirements);
- Any Information relating to Special Educational Needs;
- Safeguarding information
- Behavioural information e.g. number of temporary exclusions.
- CCTV Footage to ensure the safeguarding and security of pupils (in accordance with the school's CCTV Policy)

Whilst the majority of the personal data you provide to the setting is mandatory, some is provided on a voluntary basis. When collecting data, the setting will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the setting will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

We collect personal data via pupil registration forms, data collection sheets, Common Transfer File (CTF) or secure file transfer from the previous school

### **How long is your data stored for?**

Personal data relating to pupils and their families at each of the settings with The Societas Trust is stored in line with the Trust's GDPR Data Protection Policy.

In accordance with the GDPR, the setting 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 information be shared?**

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in Schools and Academies in England. The Societas 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 NDP is maintained.

**The Societas Trust and settings therein will not share your personal information with any third parties without your consent, unless the law allows us to do so.** The Trust and the settings therein routinely share pupils' information with:

- Schools that the pupils attend after leaving our settings;
- Our Local Education Authority (LEA);
- The Department for Education (DfE);
- School Nurses and the NHS;
- The Local Support Team including First Response;
- Ofsted;
- The Standards and Testing Agency.

### **Mobile Devices and Text Messaging**

It is the individual's responsibility to ensure that all personal devices such as mobiles and tablets do not share content or information received via the setting messaging services. Email and SMS derived from within the setting messaging services are intended for the recipient only and should not be forwarded. The user understands and accepts devices should not be linked to other devices / cloud services whereby a 3<sup>rd</sup> party could view setting communications. Any such communication is intended for internal use only and the contents should not be disclosed to any other person."

### **What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how The Societas Trust and the settings therein use your personal data;
- Request access to the personal data that is held;
- Request that your personal data is amended if it is inaccurate or incomplete;
- Request that your personal data is erased where there is no compelling reason for its continued processing;
- Request that the processing of your data is restricted;
- Object to your personal data being processed;
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you need any details about how the LA and DfE store and use your information then please go to the following websites:

<http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access the above websites the contact details for the LEA and DfE are:

Information Governance Unit  
Staffordshire County Council



St Chad's Place  
Stafford ST17 2LR Email: [foi@staffordshire.gov.uk](mailto:foi@staffordshire.gov.uk)  
Information Rights Team  
Stoke on Trent City Council  
Floor 2  
Civic Centre  
Glebe Street  
Stoke on Trent  
ST4 1HH  
Tel 01782 233732/ 235965  
[foi@stoke.gov.uk](mailto:foi@stoke.gov.uk)  
<http://feedback.stoke.gov.uk/RespondCustomer/MainMenu.aspx>

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: <https://gov.uk/government/organisations/department-for-education>  
Email: <http://www.education.gov.uk/help/contactus>  
Tel: 0370 000 2288

If you have a concern about the way we are collecting or using your child's or children's personal data, you should raise your concern with their head teacher in the first instance; or

To Mr Jon Lovatt, CEO, who can be contacted on 01782 613674 or [info@societrust.org.uk](mailto:info@societrust.org.uk) ; or

The Data Protection Officer (SBM Services (uk) Ltd, 12 Park Lane Business Centre, Park Lane, Langham, Colchester CO4 5WR Tel 01206 671103 [info@sbm-services.co.uk](mailto:info@sbm-services.co.uk)); or

directly to the Information Commissioner's Office. The ICO can be contacted on 0303 123 1113 Monday – Friday 9am – 5pm or at <https://ico.org.uk/concerns/>.