

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 25th 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 Academy
- Ball Green Primary School
- Burnwood Primary Academy
- Carmountside Primary Academy
- Ellison Primary Academy
- Gladstone Primary Academy
- Goldenhill Primary Academy
- Oaklands Nursery School
- Sandford Hill Primary School
- Summerbank Primary Academy

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 admin@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@sbmservices.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;
- To meet the statutory duties placed upon us from the DFE data collections;
- To keep children safe (e.g food allergies, emergency contact details);
- To manage behaviour and effective discipline;
- To keep pupils, parents and carers informed about school events and school news.

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);
- Free school meal management information
- 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 Data Protection Policy and Data Retention 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 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 3rd 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

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

<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 admin@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@sbmservices.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/>.

How Government uses your data

The pupil data that we lawfully share with the Department for Education (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 (DfE) 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 for Education (DfE).

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-npd-privacy-notice/national-pupil-database-npd-privacy-notice>.

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) 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 for Education's (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime. For information about which organisations the Department for Education (DfE) 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 the Department for Education (DfE) holds about you

Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education'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 Department for Education (DfE): <https://www.gov.uk/contact-dfe>.