

## How we use pupil information

Sir William Robertson Academy collects, holds and uses personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). The academy uses and processes pupil information within the remit of the Regulation (EU) 2016/679 General Data Protection Regulation, referred to throughout this statement as the GDPR.

### The categories of pupil information that we collect, hold and share include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- trips and activities participation information
- catering and free school management information

This list is not exhaustive, to access the current list of categories of information we process please see up to date privacy notice found on our website.

### Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

We collect and use pupil information under Article 6, and Article 9 of the GDPR, to enable the academy to process information such as assessments, special educational needs requests, Departmental Censuses under the Education Act 1996 and the Education Act 2005, examination results and other such data processes that relate educational data to the individual within the requirements for the school to provide education for the individual.

### Collecting pupil information

We collect pupil information via Common Transfer File (CTF) or secure file transfer from previous school. We also collect pupil information from parents/carers through admission forms. Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

### Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. More information can be obtained through the school office.

### Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- schools within the Aspire Schools Trust
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- the Police and Law Enforcement
- Lincolnshire Childrens Services
- MASH (Multi Agency Safeguarding Hub) Nottinghamshire
- CAMHS (Child and Adolescent Mental Health Services)
- LADO (Local Authority Designated Officer)
- Weldas (West Lindsay Domestic Abuse Service)
- Addaction
- Pilgrim School
- the School Nursing Team
- our Careers Advisory Service
- Examinations Boards
- MIS system Providers (SIMS, Scholarpack)
- School Photographer
- Think2Speak
- Signing in systems (Inventory)
- Tracking Software Providers (Sisra, Key to Success, FFT Aspire, SPTO)
- Catering Providers & management systems (Cunninghams, Ginga, Cool Milk)
- Online Payment & Parent Contact Systems (Parentpay, Groupcall, txtround)
- Educational Software Providers (see appendix)
- Home to School Transport providers

### Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We share pupils' data to support pupils' learning, to monitor and report on pupil progress, to provide appropriate pastoral care, to assess the quality of our services, to keep children safe, to meet the statutory duties placed upon us for DfE data collections.

## Youth support services

### Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil 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
- The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service and is stored in accordance with our data protection policy and our data retention policy.

### Pupils aged 16+

We will also share certain information about pupils 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

Data is securely transferred to the youth support service and is stored in accordance with our data protection policy and our data retention policy.

For more information about services for young people, please visit our local authority website.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (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 data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mr Duncan Pickering LLP, Data Protection Officer c/o Clerk to Governors, Aspire Schools Trust, Main Road, Welbourn, LN5 0PA.

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

- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## How Government uses your data

The pupil data that we lawfully share with the 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 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- 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's 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 DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department 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/dfе-external-data-shares>

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

## Contact

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

Mr D Pickering, Data Protection Officer  
c/o Clerk to Governors  
Aspire Schools Trust  
Main Road  
Welbourn  
LN5 0PA

Telephone: 01400 272422

Email: [enquiries@aspire-school-trust.org](mailto:enquiries@aspire-school-trust.org)

## Appendix – Educational Software

- Show my Homework
- Mathswatch
- Diagnostic Questions
- PiXL Maths App
- Pinpoint Learning
- Accelerated Reader
- Nutritionprogram
- Kerboodle
- Educake
- Teach-ICT.com
- Unifrog
- Memrise
- IDL
- Microlibrarian
- Bug Club
- Education City
- Exams Organiser