

GDPR privacy notice for pupils and their families

Who processes your information?

Angel Road Federation is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mr C Read acts as a representative for the school with regard to its data controller responsibilities; they can be contacted at the Infant School on 01603 427113 or head@angelroadinfant.norfolk.sch.uk or at the Junior School on 01603 425494 or head@angelroadjunior.norfolk.sch.uk

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 school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Angel Road Federation upholds are imposed on the processor.

Mrs C Jones is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01603 510138 or clare.jones@diversamat.org.uk

Why do we collect and use your information?

Angel Road Federation holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the 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
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (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 monitor and report on Child Protection and Safeguarding

Which data is collected?

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

- Personal information (such as name, unique pupil number and address)
- 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 (such as statutory test results, school based assessments across the curriculum and school reports)
- Relevant medical information (such as care plans, administration of medicine and underlying health issues)
- Special educational needs information (such as educational plans and specialist reports)
- Behaviour records (such as behaviour plans and details of exclusions)
- Safeguarding information (such as notes of concern, referrals to other agencies and safeguarding plans)

The lawful basis on which we use this information

We collect and use pupil information under the Education Act 1996 - this information can be found in the census guide documents on the following website
<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school 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.

How long is your data stored for?

Personal data relating to pupils at the Angel Road Federation and their families is stored in line with Diversa Multi Academy Trust's GDPR Data Protection Policy.

In accordance with the GDPR, the school 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 school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Name, date of birth, ethnicity, address, SEND, country of origin, language spoken, pupil results, if they are in receipt of free school meals, if they are eligible for Pupil Premium

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Angel Road Federation 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 NDP 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.

Angel Road Federation will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

1. Diversa Multi Academy Trust
2. Pupils' destinations upon leaving the school
3. The NHS
4. Norfolk Children's Services
5. Norse (catering supplier)
6. DFE
7. Norfolk County Council
8. Pupil Asset MIS systems
9. MyConcern - safeguarding software
10. Educator Solutions
11. Sumdog, Espresso, Nessie, Study Ladder, Junior Librarian, Tapestry
12. School Money
13. Willow Tree Learning

The information that we share with these parties includes the following:

1. As the umbrella provider of education for all schools within the Trust the CEO and Trustees are required to look at and use pupil and family data including ethnicity in ensuring equality of opportunity for all children within the Trust.
2. All of a child's record and information is passed on to a high school at transition or if moving to a new school. This will include: name, date of birth, address, SEND, ethnicity, free school meals, behaviour, CP records and concerns, academic results and information.

3. We may share: pupil name, date of birth, address, ethnicity, SEND
4. Through information sharing around child protection we will share: name, date of birth, address, SEND, ethnicity, free school meals, behaviour, CP records and concerns.
5. We will share dietary requirements, allergies and special diets with our catering supplier
6. See above information regarding National Pupil Database
7. Norfolk County Council (including Early Years): name, date of birth, address, SEND, ethnicity, free school meals.
8. Pupil Asset is our Management Information System which holds all information about every child including: name, date of birth, address, SEND, ethnicity, free school meals, behaviour, CP records and concerns, academic results and information.
9. This stores pupil information regarding Safeguarding and Child Protection but any sharing is done within the information sharing protocols.
10. This is the trading arm of Norfolk County Council and some information is shared regarding children in receipt of Pupil Premium/ Free School Meals, Children Looked After, children going on trips and visits through Evolve.
11. Names and dates of birth
12. Parent name and telephone number
13. Full name, date of birth, family contact details, ethnicity, Pupil Premium/FSM information and academic data

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 Angel Road Federation uses your personal data.
- Request access to the personal data that Angel Road Federation holds.
- 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 have a concern about the way Angel Road Federation and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website

<http://www.angelroadjunior.norfolk.sch.uk/> and <http://www.angelroadinfant.co.uk/> or
download Diversa Multi Academy Trust's GDPR Data Protection Policy
<https://www.diversamat.org.uk/>

Declaration

I, name of individual, declare that I understand:

- Angel Road Federation has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Angel Road Federation may share my data with the DfE, and subsequently the LA.
- Angel Road Federation will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Angel Road Federation will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with Diversa Multi Academy Trust's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Name: _____

Signature: _____

Date: _____