

## PRIVACY NOTICE – PUPILS AND FAMILIES

### WHO PROCESSES YOUR INFORMATION?

Star Academies, who operate the school, is the *Data Controller* of the personal information you provide to us. This means it determines the purposes for which, and the manner in which, any personal data relating to pupils and families is to be processed.

The Head of Governance and Corporate Services is our *Data Protection Officer*. The Data Protection Officer's role is to oversee and monitor our data processing practices. If you have any queries regarding anything in this privacy notice, please write to:

Head of Governance and Corporate Services  
Data Protection Officer  
Star Academies  
Shadsworth Road  
Blackburn, BB1 2HT

or email [regulatory@staracademies.org](mailto:regulatory@staracademies.org)

Where necessary, third parties may process pupil and families personal information. Where this is required, Star Academies places data protection requirements on third party processors to ensure data is processed in line with privacy rights.

### WHY DO WE NEED PUPIL AND FAMILIES INFORMATION?

Star Academies has the legal requirement and a legitimate interest to collect and process personal data of pupils and their families, including those in relation to the following:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

### INFORMATION THAT WE COLLECT, PROCESS, HOLD AND SHARE INCLUDES:

- personal information (i.e. names, unique pupil number and addresses);
- characteristics (i.e. age, gender, language);
- special categories of data (i.e. ethnicity, nationality, biometrics, health);
- free school meal eligibility;
- attendance information (i.e. sessions attended, number of absences and absence reasons);
- assessment information (i.e. national curriculum assessment results);
- behavioural information (i.e. number of temporary exclusions);
- relevant medical information;
- information relating to Special Educational Needs and Disability (SEND);
- CCTV images; and
- photographs and video recordings.

### COLLECTING PUPIL AND FAMILIES INFORMATION

Whilst the majority of information that you provide to us is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, we will inform you when your consent is required. Pupils and families personal data may be obtained and processed from third parties where the law requires us to do so.



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### THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

- Article 6 1(b) of the GDPR which allows processing that is necessary for the performance of a contract;
- Article 6 1(c) of the GDPR which allows processing that is necessary to comply with a legal obligation;
- Article 6 1(e) of the GDPR which allows processing that is carried out in the public interest;
- Article 9 2(b) of the GDPR which allows the processing of special category data that is necessary for carrying out obligations in the fields of employment and social security and social protection law;
- Article 9 2(g) of the GDPR which allows the processing of special category data that is necessary for reasons of substantial public interest;
- Article 9 2(j) of the GDPR which allows the processing of special category data when it is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Star Academies maintains *Records of Processing* that identify the lawful basis on which personal information is processed.

### STORING PUPIL AND FAMILIES INFORMATION

Personal data is stored in line with our Records Management Policy. In accordance with data protection legislation, it is only retained for as long as necessary to fulfil the purposes for which it was obtained, and not kept indefinitely.

### DATA TRANSFERRED OUTSIDE THE EU

Processors that we use may transfer, and hold, personal data outside of the EU. We will ensure that organisations who process personal data on our behalf only transfer data to countries that the EU deems as having adequate levels of protection in place. Processors that transfer data to the United States must be covered by the EU-US Privacy Shield. If a processor is found to be transferring data to a country that does not have adequate protections, or to an organisation that is not covered by the EU-US Privacy Shield, we will terminate our contract/subscription.

### WHO WE SHARE DATA WITH

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

- The Local Authority
- Department for Education (DfE)
- Education Skills Funding Agency
- Standards and Testing Agency
- Ofsted
- NHS (e.g. vaccinations and school nursing service)
- Police
- Social Services
- Educational Psychology Department
- Children & Adolescent Mental Health Services (CAMHS)
- Children and Family Court Advisory Service (CAFCAS)
- Careers Advisory Service providers
- Peripatetic services
- Alternative education providers
- Other schools/academies (during pupil transfer)
- Sixth form colleges and other post-16 providers
- Examination Boards
- Library records systems
- Print Management Software providers
- Management Information Systems (e.g. SIMS, SISRA, Safeguarding & accident reporting systems)
- Text and Email communication systems (e.g. Teachers2Parents, InTouch)
- Cashless payment systems (e.g. Biostore)
- Catering Providers
- IT Contractors
- Providers of visitor management and access control systems
- Residential trip organisers and insurers
- Educational trip management system (i.e. Evolve)
- Providers of online learning resources
- Providers of financial management software
- Photography and design agencies



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### DATA COLLECTION REQUIREMENTS

#### Department for Education:

To find out more about the data collection requirements placed on us by the Department for Education go to <https://www.gov.uk/education/school-censuses-and-slasc>

#### 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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

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

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis;
- producing statistics; and
- providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

You may contact the DfE with any queries, please visit: <https://www.gov.uk/contact-dfe>

#### Youth Support Services:

Once our pupils reach the age of 13, we pass pupil information to the 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 youth support services and careers advice. Information is also shared with post-16 education and training providers for pupils aged 16+ only.

A parent/carer can request that only their child's name, address and date of birth be passed to their local authority or provider of youth support services by informing us. This right is transferred to the pupil once he/she reaches the age of 16.

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

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### WHAT ARE YOUR RIGHTS?

Pupils and Families have specific rights in relation to the processing of their personal data. You have a legal right to:

- Request access to the personal data that Star Academies 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 legal basis for its continued processing.
- Request that the processing of your personal data is restricted.
- Object to your personal data being processed if it is likely to cause, or is causing, damage or distress.

Requests must be submitted to the Data Protection Officer (contact details above). Star Academies also has a *Subject Access Request Form* that may be obtained from all of its schools. Star Academies will consider all requests in line with your legal rights and our legal obligations.

Where the processing of data is based on explicit consent, there is a right to withdraw consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

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