

# Maiden Erlegh Trust Privacy Notice: for Parents and pupils/students

We at Maiden Erlegh Trust collect and hold personal information relating to our pupils/students within Trust schools and may also receive information about them from their previous school, parents/guardians, local authority, other appropriate organisations and/or the Department for Education (DfE). This document provides insight into how information about pupils is used in our trust schools.

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

- Personal identifiers and contacts (such as name, address and parental contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- National Curriculum assessment and external examination results
- Assessment and attainment (such as key stage and phonics results, external examinations, post 16 courses enrolled for and any relevant results)
- Special Educational Needs information (including needs and ranking)
- Safeguarding information (such as court orders and professional involvement)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Biometric Data – you will be told which trust schools are using this information
- Post 16 learning information
- CCTV images.
- Trips/Activities Data – information relevant to a particular trip or visit is collected and is disposed of according to our retention guidelines.
- Meals data – data is collected by our meals service and is linked to Parent Pay to facilitate the purchasing of food. (this includes free school meals data)

For pupils/students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about pupils/students' learning or qualifications. We may share this information with relevant local authority services to support pupils/students' special educational or pastoral needs or to make referrals for additional support.



## Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil attainment and progress
- to provide appropriate pastoral care
- to keep pupils safe and healthy (e.g. food allergies, or emergency contact details)
- to assess the quality of our services
- to comply with the law regarding data sharing
- to help you to decide what to do after you leave school
- to meet the statutory duties placed upon us (e.g. DfE data collections)

## The lawful basis on which we use this information

Under the Data Protection Act 2018, the lawful basis we rely on for processing pupil information is:

- for the purposes of a), b), c) & d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of f) in accordance with the legal basis of Legal obligation: data collected for DfE census information:
  - [section 537A of the Education Act 1996](#),
  - [the Education Act 1996 s29\(3\)](#)
  - [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
  - [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
  - [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- for the purpose of uniquely and securely identifying students, the catering service at MEiR use biometric data and this is handled in relation to Article 9.2a of GDPR.

## Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation/Data Protection Act 2018, we will inform you whether you are required to provide certain pupil information or if you have a choice. We collect pupil information via registration forms prior to a student arriving at the relevant school or Common Transfer File (CTF) or secure file transfer from previous school. This data is kept up to date using a variety of methods eg SIMS Parent App/website or in writing to the relevant school.

## Storing pupil data

We hold pupil data on local and some cloud-based computer systems, as well as on paper. There are strict controls on who can see your information.

For our primary aged children, we hold your education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are securely destroyed.

For our secondary pupils/students we hold your education records securely and retain them from your date of birth until you reach the age of 25, after which they are securely destroyed. For more information please visit the relevant page on our website.



## Who we share pupil information with

We routinely share pupil information with:

- schools that pupils attend after leaving us
- our Local Authority
- youth support services (students aged 13+)
- the Department for Education (DfE)
- services that support teaching, learning, assessment, safeguarding and school management.
- catering services
- parental communications services
- health services eg school nurse, NHS
- providers of extra-curricular services such as music services, before/after school clubs (where the child/young person accesses these services)
- Online services

## Why we share pupil information

We only share information about pupils with others where the law and our policies allow us to, or where we have obtained any necessary consent. We will not share your data if you have advised us that you do not want it shared, unless it is the only way we can make sure you stay safe, or we are legally required to do so.

## 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
- post-16 education and appropriate training providers

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

For more information about services for young people, please visit the appropriate local authority website: [www.wokingham.gov.uk](http://www.wokingham.gov.uk) or <http://www.reading.gov.uk/> or <https://www.oxfordshire.gov.uk> or <https://www.bracknell-forest.gov.uk>

## 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 DfE either directly or via our local authority for the purpose of those data collections, under:

- [section 537A of the Education Act 1996](#)
- [the Education Act 1996 s29\(3\)](#)



- [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
- [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
- [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)

## 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 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'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/dfe-external-data-shares>

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

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

## Requesting access to your personal data

Under data protection legislation, parents and students 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, details are given in a separate document on the website, or for more information please contact the school using the details at the end of this document.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you



## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with **us in the first instance**. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

If you would like to get a copy of the information about you that the Local Authority shares with the DfE or post-16 providers or how they use your information, please contact Data Protection Officer, at the appropriate local authority.

## Contact

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

Maiden Erlegh Trust's DPO [dpo@maidenerleghschool.co.uk](mailto:dpo@maidenerleghschool.co.uk)

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