

## South York Multi Academy Trust

### Privacy Notice – Pupils and Parents

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**This privacy notice has been written to inform prospective, current, and former pupils and parents, of South York Multi Academy Trust Schools, about how and why the Trust uses their personal data.**

#### Who are we?

Dunnington CE Primary School is a member of the South York Multi-Academy Trust (the Trust) which is a Data Controller as defined by Article 4 (7) of the UK General Data Protection Regulation.

This means that the Trust determines the reasons why and the way in which, your personal data is collected and used in the organisation. The Trust has a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with Data Protection legislation and is upholding the Data Protection Principles. You can contact the DPO on:



#### What data do you collect which is about me?

The Trust will collect, create, and use personal data about you which includes but is not limited to:

- Names, addresses, and contact details of pupils, parents and other family members,
- Pupil gender and date of birth,
- Pupil educational achievements,
- Attendance information,
- Eligibility for Free School Meals,
- Information about a pupil's behaviour,
- Photographs used for internal identification purposes
- Safeguarding information, including but not limited to court orders and professional involvement and support
- E monitoring information about your use of the school's network and IT systems

We will also collect, create, and use personal data about you which could be deemed as sensitive data. These are known as 'Special Category Data' and include:

- Medical Information about mental or physical health (i.e. allergies, disabilities, or special educational needs),
- Racial and Ethnic Origin (for equality and diversity purposes),

- Sexual Activity or Sexual Orientation (for student welfare and/or safeguarding purposes),
- Religious or Philosophical beliefs (for equality and diversity purposes),
- 'Biometric Data' (for example thumb prints in order to use ParentPay)

The Trust will ensure that this data has extra protection to ensure against accidental loss or destruction.

### Why do you need my Personal Data?

The Trust requires your personal data in order to:

- 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 by the DfE
- we also may keep some information for historical and archiving purposes in the public interest
- The use of e-monitoring software allows the school to effectively identify potential issues and to intervene in order to mitigate potential safeguarding concerns or other issues through pastoral support or behavioural intervention.
- To meet our safeguarding obligation to pupils
- To meet the statutory duties placed upon us regarding DfE data collections

### Who has access to my Personal Data in the Trust?

Your name, contact details, and address will be held on the Trust's central databases that we can contact you and also easily identify you should you contact us.

Employees of the Trust may only access your personal data if they require it to perform a task. There are procedures and checks in place to ensure that employees do not use your data for their own personal benefit.

Only employees of the school which you or your child attends will have routine access to your information. On some occasions back office functions, such as administration, may be shared across the organisation in order to provide a more efficient service to you in which case other schools in the Trust may have limited access to your personal information.

Our appointed governors and trustees may also require your personal data for the governing of the school. Personal Data will only be disclosed to these individuals if there is a legitimate governing purpose.

### Who do you share my personal data with?

#### ***Third Party Processors***

In order to deliver the best possible service the Trust often uses third party organisations. These organisations will sometimes require access to your personal data in order to complete their work. If the Trust does use a third party organisation it will always have an agreement in place to ensure that the other organisation keeps your data secure and only uses it for the agreed purpose(s).

#### ***Other Organisations***

Occasionally the Trust is required to pass your data to other organisations. This could be because of a legal requirement or because a court orders the Trust to do so.

For example the Trust may need to share information with the police to help prevent or detect a crime. The Trust may not have to tell you if we do share with other organisations.

We may also be required to routinely share pupil information with:

- The educational establishment that the pupil attend after leaving the Trust,
- Our Local Education Authority (City of York Council),
- National Health Service bodies
- The Department for Education (DfE)

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We will not share any information about you outside the Trust unless we have your consent or we have an applicable legal power or authority to do so.

### ***Youth Support Services***

Once our pupils reach the age of 13, we will also pass information to our Local Authority and / or provider of youth support services as stipulated under section 507B of the Education Act 1996. The information provided includes addresses, DOB of pupil/parents, gender, ethnicity, and any other information necessary for the provision of the service.

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

For more information regarding services for young people please visit our Local Authority 's website: [https://www.york.gov.uk/info/20008/children\\_and\\_families/508/youth\\_support/1](https://www.york.gov.uk/info/20008/children_and_families/508/youth_support/1)

### ***Internal Statutory Functions***

The Trust's internal auditors, data protection officer, health and safety officers, and external auditors may also have access to your personal data in order to complete their work.

### **How do you protect my personal data?**

The Trust is committed to keeping the personal data that it holds safe from loss, corruption or theft. It has a number of measures in place to do this including:

- Training for all employees and governors on how to handle personal data,
- Policies and procedures detailing what officers can and can not do with personal data.
- A number of IT security safeguards such as firewalls, encryption, and anti-virus software,
- On site security safeguards to protect physical files and electronic equipment.

### **How long do you keep my personal data for?**

The Trust will keep your data in line with its Information Management Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

### **Do you transfer my data outside of the UK?**

Generally the information that the Trust holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. The Trust will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK

government. If the Trust does need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

If you or your child moves to a school outside of the European Economic Area then the Trust will seek your explicit consent prior to transferring your personal information to that school.

### What are my Data Protection rights?

Data Protection legislation gives you, the data subject, a number of rights in regards to your personal information:

<b>Right of Access to Personal Information</b>	To request access to your personal data that we hold, and be provided with a copy of it
<b>Right of Erasure</b>	To request that your personal data is erased where there is no compelling reason for its continued processing
<b>Right of Rectification</b>	To request that your personal data is amended if inaccurate or incomplete
<b>Right of Restriction</b>	To request that the processing of your personal data is restricted
<b>Right of Objection</b>	To object to your personal data being processed

If you would like to exercise any of these rights you are encouraged to contact your school or the Data Protection Officer in writing.

### What is your lawful basis for processing my personal data?

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of the UK General Data Protection Regulation. This states that the school must have a lawful basis when processing 'Personal Data' and 'Special Category Data'.

Our lawful basis for processing your personal data, in line with Article 6(1)(c) and Article 9(2)(b) include, but may not necessarily be limited to:

- Education Act 1944,1996, 2002
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) and Article 9(2)(g) as part of the official authority vested in us as Data Controller and for reasons of substantial public interest. Such processing, which is not mandatory but is considered to be in our pupils' interests, include:

- School trips

- Extra curricular activities

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process this (relying upon Article 6(a) and Article 9(2)(a)).

On some occasions, when an individual's life may be in danger, the Trust would rely on processing 'Personal Data' and 'Special Category Data' in accordance with Article 6(1)(d) and Article 9(2)(c) whereby processing is necessary to protect the vital interests of a data subject.

### How do I complain about the way in which you have handled my personal data?

If you have concerns about the way in which the Trust has handled your personal data then please initially raise this with the Office Manager or Headteacher. Concerns can also be raised via contact with our Data Protection Officer by contacting:

Schools Data Protection Officer  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL

[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01904 554025

*Please ensure you include the name of your school in all correspondence*



You may also want to complain to the Information Commissioner's Office (the Data Protection regulator) about the way in which the Trust has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF

[icocasework@ico.org.uk](mailto:icocasework@ico.org.uk)  
03031 23 1113

**For more information about your Data Protection rights please visit the website of the Information Commissioner's Office: [www.ico.org.uk](http://www.ico.org.uk)**

