

Privacy Notice



PRIVACY NOTICE (How we use student information)

We, **Insignis Academy Trust**, are a data controller for the purposes of the General Data Protection Regulation. We collect and hold personal information from you about your child and may receive information about your child from their previous school or college, the Local Authority, the Department of Education (DfE) and the Learning Records Service.

The categories of student information that we process include:

- personal identifiers and contacts (such as name, unique student 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 3/4/5, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- information for trips and activities
- Cashless Catering
- information for the setting up of student Chromebooks
- information for the Parents Evening booking system

Why we collect and use student information

We collect and use student information, for the following purposes:

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

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing student information are:

- Article 6.1.e states that the use of personal data is justified if 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'. In this instance, the requirement for the school to deliver education under the Education Act (1996) requires us to collect information to deliver this service.

- Article 9 covers the use of sensitive personal information (this includes health and social care information). This is justified either by article 9.2.a (consent from the data subject) or article 9.2.e (processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services).

How we collect student information

We obtain student information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information.

Student data is essential for the schools' operational use. Whilst the majority of student 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 student information to us or if you have a choice in this.

How we store student data

We hold student data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit https://www.insignis.org.uk/docs/nov_2020_policies/IAT_-_Data_Protection_and_General_Data_Protection_Regulations.pdf

Who we share student information with

We routinely share student information with:

- 2BeActive (Outward Bounds provider)
- 4Matrix
- Across schools with the MAT
- Arbor
- BITUP (Attendance)
- Blooket (MFL)
- Canva
- Capita - sims
- Civica - cashless catering
- Code.org (IT & Computer Science)
- CoderZ (IT & Computer Science)
- CPOMS
- Doddle - (Science)
- Duolingo (MFL)
- FFT
- Freedomtech - (Chromebook orders)
- GCSEpod
- Getech - (Chromebook orders)
- Go4schools
- Google
- Groupcall Xporter
- Kerboodle - (Science)
- KnowitallNinja (Business & IT)
- Massolit (English & History)
- Microsoft

- MyMaths
- My Tutor
- Our local authority
- Pixl
- Quizlet (MFL)
- Safeguarding Agencies
- Sage
- School Governors
- School nursing team
- Schools that the students attend after leaving us
- Seneca
- The Department for Education (dfe)
- UCAS
- Unifrog
- Young Enterprise
- Youth support services (students aged 13+)
- Other parties where there is a legal basis for doing so

Why we regularly share student information

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

Youth support services students aged 13+

Once our students reach the age of 13, we also pass student 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. **Please let us know if you give your consent by ticking the relevant box on the *Data Collection Sheet* enclosed.** This right is transferred to the child / student once they reach the age 16.

Youth support services may get your basic details from the school, or from the person or organisation who referred the student to them. Most other personal information is recorded from conversations the students have with the youth worker, adviser or the Time to Talk team. Most personal information is held on a secure computer database owned by Buckinghamshire County Council. Some information may also be held securely on a paper file, for example counselling notes. It is held for until students are 23 years old.

For further information: <https://www.buckscc.gov.uk/media/4512697/core-data-protection-and-me-leaflet-november-2018-final.pdf>

Youth support services students aged 16+

We will also share certain information about students 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

Youth support services may get your basic details from the school, or from the person or organisation who referred the student to them. Most other personal information is recorded from conversations the students have with the youth worker, adviser or the Time to Talk team. Most personal information is held on a secure computer database owned by Buckinghamshire County Council. Some information may also be held securely on a paper file, for example counselling notes. It is held for until students are 23 years old.

For further information: <https://www.buckscc.gov.uk/media/4512697/core-data-protection-and-me-leaflet-november-2018-final.pdf>

For more information about services for young people, please go to *the National Careers Service page* at <https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>, or for services in Buckinghamshire please go to <http://www.buckscc.gov.uk/services/education/youth-service/our-services> or <http://www.adviza.org.uk/our-centres/> - Adviza provides services to specific groups of young people on behalf of Buckinghamshire County Council.

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 students 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 Students) (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 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, contact office@prsbucks.com

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact: office@prsbucks.com

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 change your mind, or you are unhappy with our use of your personal data, please let us know by contacting our Data Manager, Carlene Carter-Blair on ccarterblair@prsbucks.com

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in June 2023.

Contact

If you would like to discuss anything in this privacy notice, please contact: Nicola Cook, DPO on nicola@schoolsdpd.com

How Government uses your data

The student 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 Student 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 Student Database (NPD)

Much of the data about students in England goes on to be held in the National Student Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about students 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-student-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share students' 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 students per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided student 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>