

Privacy Notice – How we use pupil information

How we collect pupil information

We collect pupil information via registration forms at the start of the academic year and common transfer files (CTF) from previous schools. Personal information will also be captured throughout the academic year as part of the general course of delivering education.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is 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 pupil information to us or if you have a choice in this.

Categories of information

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment and attainment information (such as test, mock and exam results)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Special educational needs information (including the needs and ranking)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Post-16 learning information
- Video information captured by CCTV for security purposes
- Biometric information

Why we collect and use this information

We use the pupil data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Keep children safe (food allergies, or emergency contact details)
- Meet the statutory duties placed upon us for DfE data collections
- Comply with other statutory requirements (data protection, health & safety)

The lawful basis on which we use this information

We collect and use the majority of our pupil information under the lawful basis of article 6(1)(e) public task because we process it to enable the provision of education which is both in the public interest and has a clear basis in law.

We also collect and use selected pupil information under the lawful basis of article 6(1)(c) legal obligation as it is necessary for us to comply with the law e.g. census returns to the Department for Education. Please see the following link for more information on how the DfE processes information <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

We may on occasion use the lawful basis of article 6(1)(f) legitimate interests for some commercial activities e.g. annual pupil photographs and in exceptional circumstances the lawful basis of article 6(1)(e) vital interests where we need to protect a pupils life e.g. the emergency services.

When processing 'special categories of personal data' the Trust will engage an additional condition from Article 9(2) of the GDPR.

We collect and use biometric information under the lawful basis of explicit consent, article 6(1)(a) and article 9(2)(a)

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Local authority
- Youth support services (pupils aged 13+)
- Department for Education (DfE)
- Third parties we have engaged to deliver educational services

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule please contact the Trust Business Manager.

Requesting access to your personal data and complaints

Under data protection legislation, parents and pupils 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 the Trust's Data Protection Officer:

Data Protection Officer, Blackpool Council
SchoolsDPO@blackpool.gov.uk or Blackpool Council, PO Box 4, Blackpool, FY1 1NA

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 Information Commissioner's Officer (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/>.

Privacy Notice – How we use school workforce information

How we collect workforce information

We collect workforce information via application forms at the start of your employment and in the course of your employment through routine activities such as performance reviews.

Workforce data is essential for the performance of your contract and the schools' operational use. Whilst the majority of workforce information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of whether you are required to provide certain personal information to us or if you have a choice in this.

Categories of information

The categories of school workforce information that we collect, process, hold and share include:

- Personal information (such as name, employee or teacher number, contact details)
- Characteristics information (gender, age, ethnic group)
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- Relevant medical and emergency contact information
- Payroll information (bank details and national insurance number)
- Video information captured by CCTV for security purposes
- Biometric information

Why we collect and use this information

We use school workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Enable individuals health and safety
- Enable individuals personal development
- Meet our statutory requirements

The lawful basis on which we use this information

We collect and use selected workforce information under the lawful basis of article 6(1)(b) performance of a contract as we process your personal information as part of your employment contract.

We collect and use selected workforce information under the lawful basis of article 6(1)(c) legal obligation where it is necessary to use your personal information to comply with the law e.g. health & safety, HMRC returns. In exceptional circumstances the lawful basis of article 6(1)(e) vital interests may be relied on where we need to protect an employee's life e.g. the emergency services.

Who we share workforce information with

We routinely share workforce information with:

- the Department for Education (DfE)
- human resource support, payroll and pension providers
- third parties who we have engaged to deliver training and development

We are required to share information about our school employees with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

How we store workforce data

We hold workforce data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule please contact the Trust Business Manager

Requesting access to your personal data and complaints

Under data protection legislation, employees 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 the Trust's Data Protection Officer:

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