



Privacy Notice for Students and Parents/Carers

5 Dimensions Trust is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about students and parent in accordance with the General Data Protection Regulation (GDPR), the Education Act and the Children Act.

Who we are

5 Dimensions Trust is the 'Data Controller', ie the organisation in charge of your personal information held in the schools within the Trust.

If you want to contact us about your personal information you can contact the main office at any school/academy, or the Trust's Data Protection Officer, Mr G Cunningham, at Shenley Brook End School.

How we use student and parent/carer information

The Trust collects and holds personal information relating to our students and parents and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support students' learning
- monitor and report on progress
- provide appropriate care for students; and
- assess the quality of our services.

We may collect, store and use the following categories of personal information:

- Personal information such as name, pupil number, date of birth, gender and contact information;
- Emergency contact and family information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Financial details;
- Performance and assessment information;
- Behaviour information (including exclusions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including ethnicity, relevant medical information, special educational needs information);
- Images of pupils engaging in school/academy activities, and images captured by CCTV systems;
- Information about the use of our IT, communications and other systems, and other monitoring information.

The Trust complies with the law about sharing personal data (under the GDPR this is called a "lawful basis for processing because of public task, legal obligation, legitimate and vital interests and criminal offence data".)

For students enrolling for post-14 qualifications, the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

The use of your information for these purposes is lawful for the following reasons:

- The Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed on us such as our duty to safeguard students.
- it is necessary for us to hold and use your information for the purposes of our functions in providing education and so we can look after our students. This is a function which is in the public interest because everybody needs to have an education.
- We will not usually need your consent (since it is a legitimate interest) to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be if we are involved in activities which are not explicitly part of our role as a school or academy, but we are involved because we think it would benefit our students. If you give your consent, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask a parent or carer instead. Usually, we will involve your parents even if you can make your own decision.

We will only collect personal information for which we have a requirement for under the GDPR. If there is no legal requirement then we will explain why we need it.

When we give your information to others

Once students reach the age of 13, the law requires us to pass on certain information to the Local Authority who has responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to students aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/carer can request that **only** their child's name, address and date of birth be passed to external services by informing the school/academy office. This right is transferred to the student once s/he reaches the age 16. For more information about services for young people, please go to Milton Keynes local authority website.

We will not give information about our students to anyone without your consent unless the law and our procedures allow us to do so. If you want to receive a copy of the information about you that we hold, please contact the school/academy office

We are required, by law (under regulation 5 of the Education (Information about Individual Students) England Regulations 2013, to pass some information about our students to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority.

The DfE may also share information about students that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

The National Student Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) 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.

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

To find out more about the student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to [National student database: user guide and supporting information -](#)

[GOV.UK.](https://www.gov.uk)

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

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

The Department 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 student 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 department'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 student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-student-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

We will also normally give information about students to their parents or your main carer. Where appropriate, we will listen to students' views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent/carers is allowed to have.

We will also disclose your personal data to relevant organisations as appropriate. For example (this is not an exhaustive list):

- your new school if you move schools
- disclosures connected with SEN support – eg non-LA professionals
- the school/academy nurse
- the school/academy Learning Mentor/Counsellor
- CAMHS (Child and Adolescent Mental Health Service)

The information disclosed to these people/services will include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you.

Our disclosure of your personal data is lawful for the following reasons:

- the Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements in our duty to look after our students and protect them from harm.
- it is necessary for us to disclose your information for the purposes of our functions in providing your education. This is a function which is in the public interest.
- we have a legitimate interest in disclosing your information because it is necessary in order to provide our students with educational and pastoral care and connected purposes as outlined above.

- we will not usually need consent to disclose your information. However, if at any time it appears to us that we would need consent then this will be sought before a disclosure is made.

It is in your interests for your personal information to be passed to these people or services. We will ask you for consent once we know that you can understand what we are asking. This is because the law requires us to ask you if you can understand. Normally, we involve parents/carers as well. By law we won't need their consent if you can give it but parents/carers like to be involved because it is part of looking after you. Before you are old enough to understand we will ask your parents/carers to consent for you.

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one of your parents lives abroad or if you move to a new school abroad. If this occurs, we will be careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you and your parents/carers about it and make sure that you are happy for us to send your information. As this is not something we normally do and we don't know which country we might need to send your information to, we cannot tell you more about it now but if we want to transfer your data to a different country then we will tell you whether or not we think it is safe and why we have decided that.

How long we keep your information

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in our student files. We usually keep these until your 25th birthday unless you move to another school in which case we send your file to your new school. We have guidance which explains how long we keep information. It is called the Records Retention Procedures and you can ask for a copy at reception.

Your rights

You have the right to:

- ask us for a copy of the information we have about you
- ask us to correct any information we have about you if you it is wrong
- ask us to erase information about you (although we may have good reasons why we cannot do this)
- ask us to limit what we are doing with your information (if we are able to)
- object to what we are doing with your information (if it not being used correctly)
- ask us to transfer your information to another organisation in a format that makes it easy for them to use (if we are allowed to).

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Headteacher/Principal. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.