

Falmouth MAT Privacy Notice: Parents

For Parents/Carers of Primary and Secondary Aged Children - Use of Your Child's Personal Data

Information that we hold in relation to a pupil is known as personal data and anything we do with this data is known as processing. We gather personal data for a variety of purposes and this can be collected directly from pupils as well as from other people and organisations. We might also need to continue to hold personal data for a period of time after pupils have left the school.

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs with Falmouth MAT.

Falmouth MAT is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations.

We, Falmouth MAT, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Claire Collins (see 'Contact us' below).

The personal data we hold?

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Name and contact details, including telephone number and email address, contact preferences, date of birth, identification documents
- Unique pupil / learner number
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as language(s), nationality, ethnic background, eligibility for free school meals, or special educational needs
- Details of previous/future schools
- Behaviour information
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

For Post 16

We will hold post 16 information such as UCAS references and bursary details for secondary aged pupils.

We will also share certain information about pupils aged 16+ with our local authority 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 allows the following services to be provided:

- Post 16 education and training providers
- Youth support services
- Careers advisors

For more information about services for young people, please visit Cornwall Council's website.

What sensitive category personal data do we hold?

We will also collect, hold, share and use some information about our pupils which is special category personal data and we will take extra care to make sure that this is kept safe. This includes:

- Racial or ethnic origin
- Medical / health information
- Sexual orientation
- Religious beliefs
- Dietary requirements
- Special educational needs
- Information relating to keeping you safe
- Disability information
- Biometric data

Why do we use this data?

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare and to support all safeguarding matters
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Facilitate school transport and trips
- Deal with emergencies
- Celebrate pupil achievements
- Ensure everyone is treated fairly and equally

Some of these things we have to do by law and other things are necessary to run the school. Sometimes we need permission to use our pupils' information and this includes taking photographs or videos of pupils to be used on our website or in local publications and consent for this will be requested.

What is our legal basis for using this data?

We collect and use some pupils' personal data as we have a legal obligation under the Education Act 1996 to do so. Most commonly, we process it:

- to comply with a legal obligation such as to complete annual census returns.
- to perform the official task in the public interest of providing education to children and all of our activities are in support of that purpose.

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information?

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

Where do we get this information from?

- Pupils
- Parents/carers
- Teachers and other staff
- People from other organisations, like doctors or the local authority

How do we store this data?

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. The [Information and Records Management Society's toolkit for schools](#) sets out how long we keep information about pupils.

We take the security of our pupils' data seriously and only people who need to use this data can see it. We have internal controls in place to ensure that personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by anybody without the required permissions.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding purposes, exclusions, youth support.
- The Department for Education – to meet our legal and statutory obligations and this data sharing underpins school funding and educational attainment policy and monitoring. This is in line with regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.
- The pupil's family and representatives, for example to provide medical data to a split family – information will be shared.
- Educators and examining bodies, for example to request allowances for pupils with special education needs
- Ofsted as our regulator, anonymised data where possible will be provided.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as school meal providers, external tutors

- Central and local government, to provide workforce census data.
- Our Auditors, to ensure annual accounts and Teachers Pension audit are completed as required.
- Survey and research organisations, for example Ofsted parent view.
- Health authorities, for example data will be given to the school nurse for vaccinations.
- Security organisations, for safeguarding and fire evacuation purposes.
- Health and social welfare organisations, for any safeguarding purposes.
- Professional advisers and consultants, for Special Educational Needs data and / or medical data where appropriate.
- Police forces, courts, tribunals, to provide data for criminal prosecution.

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census, including early years' census. The law that allows this is the Education (Information About Individual Pupil) (England) Regulations 2013. For further details on data collection requirements, please click on the following link:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data. For more information about the DfE's data sharing process, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Youth support services (applicable to secondary aged pupils)

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Cornwall Council, as it has legal responsibilities regarding the education or training of 13-19 year-olds under section 507B of the Education Act 1996.

This information enables them to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Cornwall Council.

Parents and pupil's rights regarding personal data

Individuals can ask to see the information we hold about them. To do this contact our Data Protection Officer.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it

- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request please contact our data protection officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you have a concern about the way we are collecting or using your personal data and you think this is unfair, misleading or inappropriate, or any other concerns, please raise this with us in the first instance and contact our data protection officer.

Alternatively, you can raise any complaints to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Claire Collins (Data Protection Officer), dpo@falmouthmat.org.uk

Falmouth MAT, Falmouth School, Trescobeas Road, Falmouth, TR11 4LH