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# Pupil Privacy Notice

## How we use your information when you attend one of our schools

Acer Trust is committed to protecting your privacy. This privacy notice explains how we collect, use and share your personal information, and your rights in relation to the personal information we hold.

This privacy notice concerns all children and young people who attend an Acer Trust school (pupils). The legal age of data consent is 13 years old. Prior to this age, the child's parent(s) or legal guardian(s) have the right to exercise the pupils' rights in this respect on their behalf.

Acer Trust is the controller of personal information, and is subject to the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

## What information we hold about you

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

- Personal information (such as name, date of birth, address, unique pupil number, bank account details, contact details and photographs);
- Characteristics (such as disability, gender, race or ethnicity, religion or belief, sexual orientation, languages spoken and eligibility for pupil premium or free school meals);
- Educational records (such as sessions attended, absence dates and reasons, teacher feedback, assessment levels, scores and grades, aspiration grades, qualitative assessment information, progress tracking scores and references);
- Behavioural information (such as behavioural incidents, behavioural monitoring, sanctions and rewards, reports and destination information);
- Medical, Special Educational Needs and Disability information (such as doctor contact details, relevant medical conditions, treatments and medications, first aid incidents, type of educational need and/or disability intervention, internal and external referral information and support provided);
- Activity information (such as emails, IT logs, access logs, CCTV, records of extracurricular activities and work created or captured in the course of attendance at school).

## Why we collect and use your information

We use pupil information to:

- Support learning;
- Monitor and report on pupil progress;

- Keep our pupils safe and provide appropriate pastoral care;
- Celebrate the success of our pupils through newsletters, publicity materials and our websites;
- Assess the quality of our services;
- Further the aims of the Acer Trust;
- Comply with the law regarding data sharing;
- Comply with other legal and contractual obligations.

## The lawful basis for processing this information

Under data protection legislation, we are able to process information on certain legal grounds (bases). In the case of pupil information, we collect and use information under the following bases:

- Legal obligation;
- Public task;
- In selected cases, including photographs, legitimate interests;
- In selected cases, consent (where consent is required in respect of pupils who are under the age of 13, we will seek parental consent in place of the pupil's consent);
- In the case of high risk or sensitive data, the legitimate activities of a charity or not-for-profit body.

## Collecting this information

The majority of the pupil information provided to us is necessary for us to meet our obligations as an education provider, and failure to supply such information may mean that we are unable to continue to provide you with education.

On the other hand, some pupil information is provided to us on a voluntary basis, for example, information concerning personal characteristics. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

Under some circumstances, we may obtain information from third parties, such as a previous school. We will normally seek consent before obtaining such information.

## Storing this information

We store pupil information securely and in line with our Data Protection Policy and associated procedures. A copy of our Data Protection Policy and associated procedures can be obtained from the Data Protection Officer, by emailing [nhills@maschool.org.uk](mailto:nhills@maschool.org.uk).

Pupil information is retained and securely disposed of in line with our statutory obligations and the guidance set out in the Information Management Toolkit for Schools published by the Information and Records Management Society.

## Who we share this information with

We routinely share pupil information with a number of selected partners, including:

- Relevant Local Authorities;
- Department for Education;
- Parents and legal guardians;
- Other public agencies, such as the police;
- Other support services, such as careers and youth support;
- Other educational establishments that pupils attend after leaving;

- IT and software services providers;
- MIS system providers;
- Educational service providers
- Solicitors, courts and tribunal services;
- Secure document disposal providers.

We do not share information about our pupils with anyone unless it is necessary and in line with the lawful basis for processing listed above, or with consent. Where data is routinely shared, a data processing agreement will be established to ensure the protection of pupil information.

### Parents and guardians

Acer Trust schools are academy schools and are not automatically obliged under law to provide copies of pupils' educational records to parents and guardians. However, we do share pupil information with parents and guardians where it is necessary to support the pupil's education. Pupils over the age of 13 have the right to object to the sharing of their information with their parent/guardian(s), and we will consider such requests in light of our obligation to safeguard the pupil and provide an effective education.

You may make a request to access information about your child if they are under the age of 13, or provide their consent, and we will respond in line with our subject access request procedure.

To find out more about how we use information about parents and guardians, please see our Parent and Guardian Privacy Notice.

### Local Authority and youth support services

Once our pupils reach the age of 13, we also pass pupil 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
- post-16 education and training providers

The information shared is limited to the pupil's name, address and date of birth. Other information relevant to the provision of youth support services may be shared with the consent of the parent/guardian (pupils under 16 years) or pupil (16 years or over).

For more information about services for young people, please visit the local authority website.

### Department for Education (DfE)

We share personal data with the DfE on a statutory basis. This data sharing underpins school funding / expenditure and educational attainment policy and monitoring.

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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>

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

## Requesting access to your personal data

Under data protection legislation, pupils have the right to:

- Request access to the information we hold about them (Subject Access Request);
- Be informed of the identity of the controller, the reasons for processing their personal data and other relevant information necessary to ensure the fair and transparent processing of personal data;
- 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/or
- Claim compensation for damages caused by a breach of the data protection regulations.

The parents and guardians of pupils under the age of 13 have the right to exercise any of the above rights on their behalf.

## Concerns

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## How to contact us

In order to raise a concern, make a request to exercise your data rights or to discuss anything in this privacy notice, please contact:

Jamie Wade, Chief Operating Officer & Data Protection Officer

Email: c/o [nhills@acertrust.org.uk](mailto:nhills@acertrust.org.uk)

Address: Acer Trust  
Matthew Arnold School  
Arnolds Way  
Oxford OX2 9JE