

Privacy Notice for pupils (also provided to parents and carers)

This letter might be difficult for you to understand. You can ask your parents or another adult such as your teacher to help you understand it.

It is about how we use information about you and what we do with it. We call this information about you ‘personal data’ or ‘personal information.’

Who we are

You already know that your school is called Pembroke Park Primary School and that it is part of the Academy Trust called Magna Learning Partnership but we have to tell you that the Academy Trust is the organisation which is in charge of your personal information. This means the Academy Trust is called the Data Controller.

The postal address of the Academy Trust is Church Road, Laverstock, Salisbury SP1 1RD.

If you want to contact us about your personal information you can contact our Data Protection Officer service provided by iWest. You can leave a letter at reception. send one by post or email at DPO@magnalearningpartnership.org.uk.

How we use pupil information

We Magna Learning Partnership collect and hold personal information relating to our pupils 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 your learning;
- monitor and report on your progress;
- provide appropriate care for you;
- assess the quality of our services; and
- to comply with the law about sharing personal data.

This information will include your contact details, national curriculum assessment results, attendance information, any exclusion information, where you go after you leave us and personal characteristics such as your ethnic group, any special educational needs you may have as well as relevant medical information. We may use biometric information, such as your fingerprint, to enable you to have access facilities like the restaurant. We will also use photographs of you. More details about this are in our photograph policy.

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the 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 Academy Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.

- it is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education. This means we have a real and proper reasons to use your information.
- We will not usually need your consent 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 we are involved in activities which are not really part of our job as an Academy Trust / School but we are involved because we think it would benefit our pupils. 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 your parent or carer instead. Usually, we will involve your parents even if you can make your own decision.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you / your parents to provide it, whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

When we give your information to others

Once our pupils reach the age of 13, the law requires us to pass on certain information to Wiltshire County Council who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent / guardian can request that only their child's name, address and date of birth be passed to Wiltshire County Council by informing the school office. This right is transferred to the child once he / she reaches the age 16. For more information about services for young people, please go to our local authority website www.wiltshire.gov.uk.

We may also share your information with careers guidance services or the national careers service so that they can help you make decisions on learning, training and work.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact:

Mrs Cara Gregory, Office Manager

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils 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 pupils 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 Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils 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 pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil 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 pupil database: user guide and supporting information - GOV.UK](#).

The department may share information about our pupils 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 pupil 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 pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

We will also normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in

particular where a Court has decided what information a parent is allowed to have.

We will also disclose your personal data to:

- Your new school if you move schools
- Disclosures connected with SEN (special educational needs) support – e.g. professionals who support those needs
- School nurse
- School 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 Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. 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 pupils with education 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 vital interests for your personal information to be passed to these people or services. We will ask you for consent once we think 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 your parents too. By law we won't need their consent if you can give it but parents like to be involved because it is part of looking after you. Before you are old enough to understand we will ask your parents 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 happens we will be very 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 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 pupil file. 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 a policy which explains how long we keep information. It is called a Data Retention Policy and you can find it on our website www.magnalearningpartnership.org.uk or you can ask for a copy at reception.

Your rights

You have these rights:

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

There is more information in our Data Protection Policy or you can ask Cara Gregory.

The policy can be found on our website www.magnalearningpartnership.org.uk or you can ask for a copy at reception.

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:

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.



Privacy Notices - school workforce

Who we are

Amesbury Archer Primary School, Bemerton St John CE Primary School, Pembroke Park Primary School, Salisbury Sixth Form College, Sarum Academy, St Edmund's Girls' School, The New Forest CE Primary School, The Trafalgar School at Downton and Wyvern College are part of the Academy Trust called Magna Learning Partnership. For the purposes of Data Protection legislation, the Academy Trust is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is:

Church Road, Laverstock, Salisbury SP1 1RD

The Data Protection Officer service for the Trust is provided by iWest. They can be contacted via email at DPO@magnalearningpartnership.org.uk.

In this policy 'we' and 'us' means the Academy Trust.

How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, within our Trust. This is for employment purposes to assist in the running of the Trust and / or to enable individuals to be paid.

This personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us).

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract
- The processing is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data which we collect to:

- our local authority
- the Department for Education (DfE)

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

If you require more information about how the local authority and DfE store and use your personal data please visit:

- <http://www.wiltshire.gov.uk/data-protection-foi-data-protection>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you.

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS, for support staff the scheme is Wiltshire LGPS.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract
- The disclosure is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from

harm

- The disclosure is necessary for the performance of our education function which is a function in the public interest.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our Data Retention Policy which can be found on our website.

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact:

Claire Anthony, Director of Finance and Business
Tel: 01722 34227
Email: canthony@magnalearningpartnership.org.uk

More information about your rights is available in our data protection policy which is available on our website.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

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.



Privacy Notice - general

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How we use your information

The Academy Trust may hold personal information in relation to those who have contact with us, such as volunteers, those in governance roles (members, trustees and governors), guests and those hiring facilities. This will include contact details and information relating to DBS checks where the individual is a volunteer or external tuition provider (such as music or sports tuition).

You will know about this because you will have supplied us with the relevant contact details.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils;
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm;
- The processing is necessary for the operation of the facilities, for example to notify users if the facility is closed in due to adverse weather.

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How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying



out checks on suitability for work with children.

We may need to disclose information about those in governance roles to the Department for Education, Companies House or make certain information available to the public on our website.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils;
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm.

How long we keep your personal information

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