

GREENHEART

LEARNING PARTNERSHIP

PRIVACY NOTICE – PUPILS’ OWN DATA

Signed off by Trust Board meeting dated: July 2024

Effective from: July 2024

Review Date: July 2026

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1. Introduction

Under UK data protection law, individuals have a right to be informed about how our partnership uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils at our academies.

Our partnership, (Greenheart Learning Partnership) is the 'data controller' for the purposes of UK data protection law.

Ground floor
Unit 7 Newlands Court
Attwood Road
Burntwood
WS7 3GF
Telephone; 01543 756340

Email: glpdpo@greenheartlearning.org

Our Data Protection Officer is The Information Governance Team (Staffordshire County Council) using the below contact details:

(see 'Contact us' below).

Data Protection Officer
Information Governance Unit
Staffordshire County Council
2 Staffordshire Place
Stafford
ST16 2DH
Email: dpo@staffordshire.gov.uk

Please cc: glpdpo@greenheartlearning.org

2. The Personal Data We Hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

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

- Your contact details
- Your test results
- Your attendance records
- Details of any behaviour issues or exclusions

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about your characteristics, like your ethnic background or any special educational needs
- Information about any medical conditions you have
- Photographs and CCTV images

3. Why We Use This Data

We use the data listed above to:

- Get in touch with you and your parents when we need to
- Check how you are doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or text promoting Academy events, campaigns, charitable causes or services that you might be interested in.

You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, if present, or by contacting us (see 'Contact us' below).

Use of your personal data in automated decision making and profiling

We do not currently put your personal information through any automated decision making or profiling process. This means we do not make decisions about you using only computers without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

4. Our Lawful Basis For Using This Data

Depending on the purpose, our use of your information will be legal due to one of the following;

- In accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school as set out here
- In accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law as set out here
- In accordance with the 'consent' basis – we will obtain consent from you to use your personal data
- In accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation
- In accordance with the 'contract' basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us
- In accordance with the 'legitimate interests' basis – where there's a minimal privacy impact and we have a compelling reason, including

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Our basis for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

5. Collecting This Data

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

Whenever we want to collect information from you, we make it clear if you have to give us this information (and if so, what the possible consequences are of not doing that), or if you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local councils
- Government departments or agencies
- Police forces, courts, tribunals

6. How We Store This Data

We keep personal information about you while you work at our school. We may also keep it beyond your employment at our school if this is necessary. Our record retention policy sets out how long we keep information about staff.

The partnerships record and retention policy can be located on the partnerships SharePoint site or the Partnerships Website.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

7. Who We Share Data With

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

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

- Our local authorities to meet our legal obligations to share certain information with it, such as safeguarding concerns.
 - Birmingham City Council
 - Walsall County Council
 - Staffordshire County Council
- Government departments or agencies
- Our Regulators
- Suppliers and service providers:
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

National Pupil Database

We have to provide information about you to the Department for Education (a Government Department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) , which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations, such as organisations that promote children’s education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education’s webpage on [how it collects and shares research data](#)

You can also contact the [contact the Department for Education](#) if you have any questions about the database.

Transferring data internationally

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your Rights

Under data protection legislation, individuals have the right;

- To be informed
- Of access
- Of rectification
- Of erasure, only where there is no compelling reason for its continued processing
- To restrict processing (i.e. permitting its storage but no further processing)
- To data portability
- To object
- Not to be subject to decisions based purely on automated decision making/profiling
- To complain or raise a concern

You have the right to withdraw consent at any time by contacting the Headteacher of your school.

To make a Subject Access Request for your personal information, or be given access to your child's educational record, contact the Headteacher of your school.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with the school in the first instance via the headteacher.

You can also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please let us know first.

Alternatively, you can make a complaint to the Information Commissioner's Office:

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

10. Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the school in the first instance. Our Data Protection lead has day-to-day responsibility for data protection issues across our Partnership.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact them:

Philip Scott
Greenheart Learning Partnership
Ground Floor, Unit 7, Newlands Court
Attwood Road
Burntwood
WS7 3GF
Telephone; 01543 756340

Email: glpdpo@greenheartlearning.org