

THE SOCIETAS TRUST PRIVACY STATEMENT TO PARENTS AND PUPILS

The Societas Trust (the Trust) has updated Data Protection Procedures with the requirements of the General Data Protection Regulation (GDPR) which comes into force on 25th May 2018, replacing the Data Protection Act 1998. We have to provide you with details of what information we process, who processes the information, how it is stored, and for how long, who it will be shared with and your individual rights relating to the processing of your personal data.

The Societas Trust is the data controller of the personal information you provide to us for each of the following academies:

- Ash Green Primary Academy
- Ellison Primary Academy
- Gladstone Primary Academy
- Goldenhill Primary Academy
- Summerbank Primary Academy

The Trust and the academies therein determine the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

Who processes your information?

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the academy to share your data. Where the academy outsources data to a third party processor, the same GDPR standards that The Societas Trust upholds are imposed on the processor.

Mr Jon Lovatt, CEO, is also the Data Protection Officer for the Trust. His role is to oversee and monitor both the academies and Trust's data protection procedures, ensuring they are compliant with the GDPR. The Data Protection Officer can be contacted on 01782 613674 or info@societatrust.org.uk

For any initial concerns about the processing of your data, please contact the data processing representative at your Academy – this is usually the Head Teacher.

Why do we collect and use your information?

The Societas Trust and the Academies therein hold the legal right to collect and use personal data relating to pupils and their families, and may also receive information regarding them from any previous schools or academies, the Local Education Authority (LEA) and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law. Article 6 and 9 of the GDPR allows us to use this information in the following lawful circumstances: -

- Consent: an individual has given clear consent to process their personal data for a specific purpose;

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Ash Green Primary



Ellison Primary



Gladstone Primary



Goldenhill Primary



Summerbank Primary

- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life. ie sharing medical information
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental requires us to conduct Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.
- To comply with Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning;
- To monitor and report on pupil progress;
- To provide appropriate pastoral care;
- To assess the quality of our service;
- To comply with the law regarding data sharing.

Which data is collected?

The categories of pupil information that the academy collects, holds and shares include the following:

- Personal information e.g. names, pupil numbers and addresses;
- Characteristics e.g. ethnicity, language, nationality, country of birth and free school meal eligibility;
- Attendance information e.g. number of absences and absence reasons;
- Assessment information e.g. national curriculum assessment results;
- Relevant medical information;
- Any Information relating to Special Educational Needs;
- Behavioural information e.g. number of temporary exclusions.

Whilst the majority of the personal data you provide to the academy is mandatory, some is provided on a voluntary basis. When collecting data, the academy will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the academy will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils and their families at each of the academies with The Societas Trust is stored in line with the Trust's GDPR Data Protection Policy and the Trust's Data Retention Policy.

In accordance with the GDPR, the academy does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

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Will my information be shared?

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in Schools and Academies in England. The Societas Trust is required by law to provide information about our pupils 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 DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis;
- Producing statistics;
- Providing information, advice or guidance;

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

The Societas Trust and Academies therein will not share your personal information with any third parties without your consent, unless the law allows us to do so. The Trust and the academies therein routinely share pupils' information with:

- Schools that the pupils attend after leaving our Academies;
- Our Local Education Authority (LEA);
- The Department for Education (DfE);
- School Nurses and the NHS;
- The Local Support Team including First Response;
- Ofsted;
- The Standards and Testing Agency;
- On-line Payment Collection Services (e.g. Parent Pay, Squid e.t.c.);
- Text Messaging Services;
- Curriculum Software Providers;
- Website Service Providers*.

*Cookies are small text files which are downloaded to and stored on your device when you visit a website. Cookies are widely used by website providers to provide you with a good experience while you browse, and also to provide information which can help website providers to improve websites.

Our websites may use cookies to:

- Make our sites work;
- Collect data on how users navigate our sites which helps us to improve them;
- Allow you to share content on social networks; and
- To help us provide relevant content to those who may be interested in it.

More details, along with technical information, about the cookies that we use can be found in each of our academies Website Cookie Policies.

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What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how The Societas Trust and the Academies therein use your personal data and that of your child;
- Request access to the personal data that is held;
- Request that your personal data is amended if it is inaccurate or incomplete;
- Request that your personal data is erased where there is no compelling reason for its continued processing;
- Request that the processing of your data is restricted;
- Object to your personal data being processed;
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you need any information about how the LEA and DfE store and use your information then please go to the following websites:

<http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>

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

If you cannot access the above websites the contact details for the LEA and DfE are:

Information Governance Unit
Staffordshire County Council
St Chad's Place
Stafford ST17 2LR
Email: foi@staffordshire.gov.uk

Information Rights Team
Stoke on Trent City Council
Floor 2
Civic Centre
Glebe Street
Stoke on Trent
ST4 1HH
Tel 01782 233732/ 235965
foi@stoke.gov.uk
<http://feedback.stoke.gov.uk/RespondCustomer/MainMenu.aspx>

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: <https://gov.uk/government/organisations/department-for-education>

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Email: <http://www.education.gov.uk/help/contactus>

Tel: 0370 000 2288

If you have a concern about the way we are collecting or using your personal data, or wish to withdraw any prior arrangements for consent, you should raise your concern with your Academy's head teacher in the first instance; or, if not available, with the Trust's Data Protection Officer, Jon Lovatt, CEO – info@societastrust.org.uk

If you are dissatisfied with the response you receive, then you can take your concern directly to the Information Commissioner's Office. The ICO can be contacted on 0303 123 1113 Monday – Friday 9am – 5pm or at <https://ico.org.uk/concerns/>.

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