

### Privacy Notice for students, parents and carers

The privacy notice explains how we use the information about you and what we do with it. The information is called 'personal data' or 'personal information'.

*Students, parents and carers we ask that you read this notice before completing the school's registration form.*

#### Who we are

You already know that your school is called Five Acres High School and that it is part of the Greenshaw Learning Trust and we have to tell you that the Greenshaw Learning Trust is the organisation which is in charge of your personal information. This means that the Greenshaw Learning Trust is called the Data Controller.

The postal address of the Greenshaw Learning Trust is:

Grennell Road  
Sutton  
SM1 3DY

Alternatively, you can email [info@greenshawlearningtrust.co.uk](mailto:info@greenshawlearningtrust.co.uk)

If you would like to discuss, correct or update your personal information you should contact the school directly. You can leave a letter at Reception or send one by post to:

Office Manager  
Five Acres High School  
Beech Avenue  
Berry Hill  
Gloucestershire  
GL16 7QW

Tel: 01594 832263

#### How we use student information

The Greenshaw Learning Trust collects and hold personal information relating to our students 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 their progress
- Provide appropriate care for you; and
- Assess the quality of our service
- To comply with the law about sharing personal data
- Managed Learning Environment (Hegarty, Seneca)
- Communication Management Platform (to send emails and text messages to parents)
- EPOS (Electronic Point of Sale service provider for cashless catering)

This information will include your contact details, national curriculum assessment results, attendance 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 will also use photographs of you in accordance with the permissions indicated by you on the student registration form.

For students enrolling on 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 information for these purposes is lawful for the following reasons:

- The Greenshaw Learning Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us as our duty to safeguard students.
- 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 students. This is a function which is in the public interest because everybody needs to have an education. This means we have 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 information 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 where we are involved in activities which are not really part of our job as a Trust but we are involved because we think it would benefit our students. 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 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 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 students reach the age of 13, the law requires us to pass on certain information to Gloucestershire County Council Youth Support Team who have responsibilities in relation to the education or training of 13-19-year-olds. We may also share certain personal information relating to children aged 16 and over with post-16 educations 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 Gloucestershire County Council Youth Support Team by informing the school's data manager. This right is transferred to the child once he/she reaches the age of 16. For more information about services for young people, please go to our local authority website – [www.youthsupportteam.co.uk](http://www.youthsupportteam.co.uk).

Careers guidance is carried out by a fully qualified member of Greenshaw Learning Trust staff.

We will not give information about our students without your consent unless the laws 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 the school's data manager via email at [admin@5acreshighschool.co.uk](mailto:admin@5acreshighschool.co.uk)

We are required, by law under Regulation 5 of the Education England Regulations 2013 (Information about Individual Pupils), to pass some information about our students to the Department for Education (DfE). This is 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 share information about students that we give 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 students 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 the 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 students to the DfE as part of the 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 purposes 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 <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The Department may share information about our students from the NPD with third parties who promote the education or well-being in England by:

- Conduction 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 strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level of sensitivity of data requested
- The arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of 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 more information about which organisations the Department has provided pupil information (and for which project), please visit <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact the Department for Education: <https://www.gov.uk/contact-dfe>

We will 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 information to:

- Your new school if you move schools
- Disclosures connected with SEN support
- Assessment Tracking Software
- School nurse
- School counsellor
- CAMHS (Child and Adolescent Mental Health Service)

Five Acres High School is taking part in a national initiative known as Trailblazers. As a Trailblazer school, we are working with statutory health providers who will be delivering mental health service delivery to pupils within our school.

The information disclosed to these people/services may 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 may need the information so 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 students 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 students 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 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 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 information to, we cannot tell you more about it now, but if we want to transfer your information to a different country 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 your student file. We usually keep these until your 25<sup>th</sup> birthday (or until the 35<sup>th</sup> birthday in the case where a student has a statement for

educational needs) 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 Record Retention Policy and can be found at [www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk)

**Your rights – you having the following rights**

- You can ask us for a copy of the information that we have about you
- You can ask us to correct any information that 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

More information can be found in our Data Protection Policy, which can be found at [www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk)

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint you can complain to the Information Commissioner's Office

Information Commissioner's Office  
Wyeclyffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545745 (national rate)