



MOWBRAY
Education Trust

Privacy notice for pupils

June 2023

You have a legal right to be informed about how our Trust uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Mowbray Education Trust (the Trust), c/o John Ferneley College, Scalford Road, Melton Mowbray, Leicestershire, LE13 1LH, are the 'data controller' for the purposes of UK data protection law.

This policy covers all our educational establishments:

- Ab Kettleby Primary School
- Brownlow Primary School
- The Grove Primary School
- Iveshead School
- John Ferneley College
- Oasis Family Centre
- Sherard Primary School
- Somerby Primary School

Where this policy states 'school' this means any of our educational establishments and the wider Trust. Our data protection officer is **SPS DPO Services** (see 'Contact us' at the end of this privacy notice).

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

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're 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

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with a **legal obligation** - we need to process data to meet our responsibilities under law and to keep our pupils and staff safe while on the school premises
- We need to use it to carry out a task in the **public interest** - in order to provide you with an education and fulfil our statutory function as a school

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us **consent** to use it in a certain way

- We need to protect your **vital interests** (or someone else's interest) - we will use this personal data in a life-or-death situation
- We have **legitimate interests** in processing the data - where there is a minimal privacy impact and we have a compelling reason

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 go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Our basis for using special category data

For 'special category' data, 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 personal data in a certain way
- We need to perform or exercise an obligation or right in relation to 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 data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing 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 manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's voluntary. If you must provide the data, we will explain

what might happen if you don't.

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

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

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

We will keep this information in line with the Trust's Data Retention Policy, details of which can be requested by e-mailing dataprotection@mowbrayeducation.org.

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

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under UK data protection law, we may share personal information about you with:

- Our local authority - to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- Government departments and agencies
- Your family and representatives
- Your youth support service provider
- Educators and examining bodies
- Our regulator Ofsted
- Our auditors
- Suppliers and service providers - so that they can provide the services we have contracted them for
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database

We are required 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.

<https://www.gov.uk/government/collections/national-pupil-database>

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 which 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.

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

You can also contact the Department for Education if you have any questions about the database.

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

Youth support services - applicable to John Ferneley College & Iveshead School only

Once you reach the age of 13, we are legally required to pass on certain information about you to Leicestershire County Council and/or other designated youth support services, who have legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, (or yourself once you're 16), can contact our Trust Operations Department (see 'Contact us' section below) to ask us to only pass your name, address and date of birth to Leicestershire County Council and/or other designated youth support services.

Transferring data internationally

Where we transfer 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.

Use of your personal information for marketing purposes

Where you have given us consent to do so, the school may send you marketing information by e-mail or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting our Trust

Operations Department (see 'Contact us' below) .

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact our Trust Operations Department (see 'Contact us' below).

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation if the data protection rules are broken and this harms you in some way

To exercise any of these rights, please contact our Trust Operations Department (see 'Contact us' below).

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

SPS DPO Services

Email: sps-dpo-services@isystemsintegration.com

Correspondence address:

SPS SPO Services

I Systems Integration

Devonshire House

29-31 Elmfield Road

Bromley Kent

BR1 1LT

Tel: 0208 050 1387

However, our Trust Operations Department has day-to-day responsibility for data protection issues in our schools.

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

Trust Operations Department, Mowbray Education Trust, c/o John Fernley College, Scalford Road, Melton Mowbray, LE13 1LH, Tel: 01664 565901 or email dataprotection@mowbrayeducation.org.

This notice will be reviewed next by Mowbray Education Trust in Summer Term 2024.

Log of Changes to Document

Version	Date	Page	Change	Approver:
V1.0	25/05/18	All pages	Approved by MET Board	Group Operations
V2.0	Oct-19	All pages	Annual Review with the following changes made; Page 1 - Date of Policy updated, and Trust address added	Group Data Protection Lead

			<p>Page 3 - 'How we store this data' - updated with references to Data Retention Policy and how to obtain details</p> <p>Page 3 - 'Data Sharing' - addition of Charities and Voluntary organisations to list</p> <p>Page 6 - Next review date for MET Audit Committee updated</p> <p>Page 6 - Added table for 'Log of changes to Document'</p> <p>All pages - Version control and page numbers added</p>	
V2.0	Oct-19	All pages	Draft for Annual Approval	MET Audit Committee
V2.0	31.10.19	All pages	Approved	MET Trust Board
V2.0	Aug-20	All pages	<p>Annual review with the following changes made:</p> <p>Page 1 - Date of Policy updated</p> <p>Page 2 - The Personal data we hold section - reworded and removed duplication</p> <p>Page 2 - 'Why we use this data' section - added automated decision-making paragraph.</p> <p>Page 2/3 - Our lawful basis for using this data section - updated & highlighted basis for each line</p> <p>Page 3 - Addition of new section 'Our basis for using special category data'</p> <p>Page 3/4 - Collecting this info - reworded and added in data may be held from other sources - i.e. LA/Gov/Police</p> <p>Page 4 - Changed e-mail address in How we store this data to Data Protection e-mail</p> <p>Page 4 - Auditors & Youth Support Service Provider added to data sharing section</p> <p>Page 5 - National Pupil Database link updated</p> <p>Page 5 - Youth Support Services contact updated to Group Data Protection Lead to contact us section</p> <p>Page 5 - Marketing use section added</p> <p>Page 6 - Your rights section updated on contact details</p> <p>Page 6 - Updated 2 new other rights - notified of breach and complaint to ICO</p> <p>Page 6 - Your other rights section updated on contact details</p> <p>Page 7 - Updated ICO 'Make a Complaint' link</p> <p>Page 7 - DPO Tel. contact number added</p> <p>Page 7 - Addition of Group Data Protection Lead to contact us section</p> <p>Page 7 - Next review date for MET Trust Board approval updated</p>	Group Data Protection Lead

V2.0	Sep-20	All pages	For re-approval	MET Trust Board
V2.0	Nov-20	All pages	Re-approved - Policy date updated to November on 1 st Page	MET Trust Board
V2.0	Apr-21	1,3,4,5 5 6	Updated wording 'UK Data Protection Law' following Brexit Changed wording around transferring personal data outside the EEA Added point on withdrawing consent	AFR (Jun-21)
V2.0	Oct-21	All	Annual Review - No changes made	Data Protection Lead
V2.0	Jun-22	All	Updated to include Iveshead school from point of conversion. Updated to refer to Iveshead school in Youth Services Section. Review updated to Summer 2023	MET Board
V2.0	June 23	Whole document	General document update Change Data Protection lead to Trust operations Department	Audit Finance and Risk Committee