

Privacy Notice – pupils and their families

Bronte Academy Trust is registered with the Information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018 and (UK) General Data Protection Regulations 2018. Bronte Academy Trust takes its responsibilities under the Act very seriously.

Bronte Academy Trust's ICO Registration reference is:ZA202920. This notice provides details of how Bronte Academy Trust collects and uses information about pupils and their families who attend one of the schools in our Trust.

Bronte Academy Trust operates in conjunction with the City of Bradford Metropolitan District Council (CBMDC) are registered with the Information Commissioners Office (ICO) under the provisions of the Data Protection Act 1998. The Trust and the Council take their responsibilities under the Act very seriously. For more general information about how CBMDC and the Trust uses your information, please refer to the general 'Privacy Notice' on CBMDC website. You can find this here: <https://www.bradford.gov.uk/privacy-notice/>

For pupils and their families who attend Bronte Academy Trust, the Trust may collect, store and use some or all of the following categories of personal information

- Personal information – e.g. names, numbers and addresses of pupil contacts nominated by parents / carers.
- 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
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Photographs – these will be used to aid our records management and attendance procedures
- Safeguarding information

Who processes your information?

Bronte Academy Trust is the data controller of the personal information you provide to us. This means the Trust determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The Trust's Chief Executive Officer (CEO) acts as a representative for the Trust with regard to its data controller responsibilities; and can be contacted at asa.firth@bronteacademytrust.org.uk

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 Trust to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Bronte Academy Trust upholds are imposed on the processor.

Bronte Academy Trust contracts an external Data Protection Officer (DPO) who's role is to oversee and monitor the Trust's data protection procedures, and to ensure they are compliant with the GDPR. The DPO can be contacted via the controller at asa.firth@bronteacademytrust.org.uk

Why do we collect and use your information?

Bronte Academy Trust holds the legal right to collect and use personal data relating to pupils and their families, and we may receive information regarding them from their previous school, Local Authority (LA) 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, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (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

How long is your data stored for?

Personal data relating to pupils at any school within the Trust and their families is stored in line with the Trust's GDPR Data Protection Policy.

In accordance with the GDPR, the Trust 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.

Will my information be shared?

Bronte Academy Trust is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Census Data
- Assessment Data

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools / academies in England. Bronte Academy 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 NPD is maintained.

Bronte Academy Trust will not share your personal information with any third parties without your consent, unless the law allows us to do so. The Trust routinely shares pupils' information with: • Pupils' destinations upon leaving the school

- The LA
- The National Health Service (NHS)
- Social Care and Children's Services
- Other professional teams
- Other education facilities i.e. residential centres and extra curriculum clubs

The information that we share with these parties includes the following:

- Medical information including dietary needs
- Contact details
- Personal information
- Special Educational Needs (SEND) information

What are your rights?

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

You have the right to:

- Be informed about how Bronte Academy Trust uses your personal data
- Request access to the personal data that Bronte Academy Trust holds
- 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 have a concern about the way Bronte Academy Trust and / or the DfE is collecting or using your personal data, you can raise a concern with the Data Controller at asa.firth@bronteacademytrust.org.uk; however if you are still unsatisfied, the Information Commissioner's Office (ICO) can be contacted on 0303 123 1113, Monday to Friday 9am – 5pm.

Where can you find out more information?

If you would like to find out more information about how we and / or the DfE collect, use and store your personal data, please visit our website www.bronteacademytrust.co.uk you can also download the GDPR policy from the website.

Declaration

I _____, declare that I understand:

- Bronte Academy Trust has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is stored
- Bronte Academy Trust may share my data with the DfE, and subsequently the LA
- Bronte Academy Trust will not share my data to any other third parties without my consent, unless the law requires the Trust to do so
- Bronte Academy Trust will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed
- My data is retained in line with the Trust's GDPR Policy
- My rights to the processing of my personal data
- Where I can find out more information about the processing of my personal data

Please tick

☐

I have received the relevant permission for Bronte Academy Trust to hold details for the three additional contacts (who are not parent / carers) on my child's data collection form.

Name: _____

Signature: _____

Date: _____

Please return this slip to school as soon as possible.

Thank you