

drb Ignite Multi Academy Trust

PRIVACY NOTICE FOR PUPILS

Privacy notice for pupils

You have a legal right to be informed about how the drb Ignite Academy Trust uses any personal information that it holds about you.

This privacy notice explains how the Trust collects, stores and uses personal data about you.

The Trust is the *data controller* for the purposes of data protection law.

The Trust's data protection officer is Alvin Walters. You can find his contact details at the end of this document.

The personal data the Trust holds

The Trust holds some personal information about you to make sure it can help you learn and look after you when you are at school.

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

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

Why the Trust uses this data

The Trust uses this data to help run your school. This includes:

- Getting in touch with you and your parents when needed
- Checking how you're doing in your learning
- Tracking how well your school as a whole is performing
- Looking after your safety and wellbeing

The Trust's legal basis for using your data

The Trust will only collect and use your information when the law allows it to. Most often, the Trust will use your information where:

- it needs to comply with the law
- it needs to use it to carry out a task in the public interest e.g. in order to provide you with a good education

Sometimes, the Trust may also use your personal information where:

- you, or your parents/carers have given the Trust permission to use it in a certain way
- it needs to protect your interests or someone else's interest

Where the Trust has permission to use your data, you or your parents/carers may withdraw this at any time. The Trust will make this clear when it asks for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds for using your data.

Collecting the information

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

The Trust will always tell you if it is optional. If you must provide the data, the Trust will explain what might happen if you do not.

How we store the data

The Trust keeps personal information about you while you are attending a Trust school. The Trust may also keep it beyond your attendance at a Trust school if this is necessary in order to comply with legal obligations. The [Retention of Record Schedule \(GDPR DOC 2.3A\)](#) sets out how long the Trust will keep information about you.

Data sharing

The Trust does not share personal information about you with anyone outside the Trust and your school without permission from you or your parents/carers, unless the law and the Trust's policies allow.

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

- the local authority – to meet the Trust's legal duties to share certain information with it, such as concerns about pupil safety and exclusions
- The Department for Education (a government department)
- Your family and representatives
- Teachers and educators
- Ofsted (the organisation that regulates the Trust)
- Suppliers and service providers – so that they can provide the services the Trust has contracted them for
- Financial organisations
- the Trust's 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
- Other professional bodies

National Pupil Database

The Trust is 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.

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

The Department for Education may share information from the database with other organisations which promote children's education and 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 Department for Education](#) if you have any questions about the database.

Transferring data internationally

Where the Trust shares data with an organisation that is based outside the European Economic Area, it will protect your data by following data protection law.

Your rights

How to access personal information the Trust holds about you

You can find out if the Trust holds any personal information about you, and how it is used, by making a **subject access request**, as long as the Trust judges that you can properly understand your rights and what they mean.

If the Trust does hold information about you, it will:

- give you a description of it
- tell you why it is holding and using the data, and how long it will keep it for
- explain where the data came from, if not from you or your parents
- tell you who the data has been, or will be, shared with
- let you know if the Trust is using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)

- give you a copy of the information

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

If you want to make a request, please contact the Trust's data protection officer.

Your other rights

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

- say that you do not 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 do not 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 the Trust's use of it
- claim compensation if the data protection rules are broken and this harms you in some way

Complaints

The Trust takes any complaints about how it collects and uses your personal data very seriously. If you feel your data has not been used or stored properly you can make a complaint at any time by contacting the Trust's data protection officer:

- Alvin Walters (dpo@drbignitemat.co.uk).
- Address: 3 Brindleyplace, Birmingham B1 2JB.

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/concerns/>
- 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 the Trust's data protection officer:

- Alvin Walters (dpo@drbignitemat.co.uk).
- Address: 3 Brindleyplace, Birmingham B1 2JB.

Document Control

The Trust's Data Protection Officer is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.

A current version of this document is available School and Trust websites and is published 25th February 2019.

This procedure was approved by the Chief Executive Officer (CEO) and is issued on a version-controlled basis under his signature.

Name	Signature	Date
Robert Bowater		25/2/19

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Robert Bowater	25/2/2019