MOSAIC SCHOOLS LEARNING TRUST

PRIVACY NOTICE PUPILS AND PARENTS

All schools in Mosaic Schools Learning Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Staff Responsible:	DPO
Approved by:	Board of Trustees
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VERSION CONTROL

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September 2024	New notice based on CSAT privacy notice
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1. Introduction

Under UK data protection law, individuals have a right to be informed about how our Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils and parents and carers of pupils at schools across our Trust.**

Our Trust, Mosaic Schools Learning Trust, based at Towncourt Lane, Petts Wood, BR5 1EL, is the 'data controller' for the purposes of UK data protection law.

For details of our Data Protection Officer (DPO), please see the "contact us" section below.

2. The personal data we hold

We process data relating to pupils within our Trust. Personal data that we may collect, use, store and share (when appropriate) about our pupils includes, but is not restricted to:

Personal Data- Article 6 of the UK GDPR

- Personal identifiers and contacts – such as names, Dates of birth, contact details and addresses, Unique Pupil Number.
- Family Information- such as names of adults, contact details, addresses, telephone numbers, email addresses and any details of additional carers who hold parental responsibility.
- Admission applications data.
- Attendance information – such as number of absences and absence reasons and authorised absences and any previous schools attended.
- Assessment information – such as national curriculum record/assessment results and school assessments and test results.
- Behavioural information – such as exclusions and any alternative provision put in place.
- Annual reports to parents.
- Catering and free school meal management.
- Reports written about the child that do not contain sensitive personal data.
- Correspondence from parents or carers.
- Pastoral support records that do not contain sensitive personal data.
- Complaints by the pupil, parents or carers.
- Accident Records that do not contain sensitive personal data.
- Parental Consent forms.
- Information about the use of our IT systems
- CCTV images
- Visitors Books and Signing in Sheets.

Sensitive Personal Data- Article 9 of the UK GDPR

Sensitive Personal Data – e.g. ethnicity/origin, language, nationality, country of birth, religion, free school meal eligibility information, age, English as an additional language, gender, sexual orientation.

- Relevant medical information-name of GP, allergies or other medical conditions that are considered essential for the school to be aware of.

- Accident records that contain sensitive personal data.
- Pastoral Support records that contain sensitive personal data.
- Any genetic or biometric data.
- Information relating to Special Educational Needs and Disabilities, files, reviews, Statements of Special Educational Needs and support plans and Individual Health and Care Plans.
- Names and contact details of other relevant statutory agency involvement, eg-Speech and language therapist.
- Reports written about the child that contain sensitive personal data.
- Child protection reports/disclosures and safeguarding records and reviews.

We may also hold data about pupils that we have received from other organisations, including other schools, social services and the Department for Education (DfE).

Personal data that we may collect, use, store and share (when appropriate) about parents and carers includes, but is not restricted to:

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Bank details
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

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 any health conditions you have that we need to be aware of
- Photographs and CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools and local authorities.

3. Why we collect and use this data

We collect and use this data to:

- Support teaching and learning
- Provide educational services and extra-curricular activities to pupils and monitor progress and educational needs
- Process payments for school services and clubs
- Monitor and report on pupil progress
- Assess performance and to set targets for schools in the Trust
- Provide appropriate pastoral and medical care

- Keep children safe, for example food allergies or emergency contact details
- Keep parents and carers informed about the running of the school (such as emergency closures) and events
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Inform decisions such as the funding of schools and the Trust
- Carry out research and statistical analysis, for example for diversity purposes
- Comply with the law regarding data sharing
- Comply with our legal and regulatory duties, for example child protection, diversity monitoring and health and safety. And with our legal obligations and duties of care
- Enable relevant authorities to monitor the performance of schools within the Trust
- Monitor use of the IT and communication systems in accordance with the IT security policy
- Meet statutory duties placed upon us for DfE data collections

4. Our lawful basis for using this data

We only collect and use personal information about pupils when the law allows us to in order to meet legal requirements and legitimate interests set out in UK GDPR and UK law, including meeting the following statutory requirements:

- Article 6 of the UK GDPR- The lawfulness of processing.
- Article 9 of the UK GDPR- Processing special categories of personal data (sensitive data)
- Education Act 2011
- Article 4 of the UK GDPR – Freely given and unambiguous consent for certain data items, such as the use of children's images
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Keeping Children Safe In Education 2025
- School Standards and Framework Act 1998
- Children and Social Work Act 2017
- Health and Safety at Work Act 1974
- Special Educational Needs and Disability Act 2001

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

Lawful processing- mandatory processing

- To support the Admissions process as required under the Schools Admissions Code 2015 (School Standards and Framework Act 1998)
- To meet with Health and Safety requirements (Health and Safety at Work Act 1974). Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Control of Substances Hazardous to Health Regulations 2002 and the control of Asbestos at Work Regulations 2012.

- To create a Pupil Educational Record as required by the Education (Pupil information) (England) Regulations 2005
- To monitor and report on pupil progress-National Curriculum Assessments (Education Reform Act 1988).
- To monitor and report on pupil attendance and absence as required under the Education Act 1996 and School attendance advice from the Department for Education.
- To comply with the law regarding data sharing, including the transferring of a pupil record to another Local Authority or school.
- To provide information in relation to Special Educational Needs under the Education Act 1996 the Special Educational Needs and Disability Act 2001 and the Limitation Act 1980.
- To ensure that there is the appropriate information to apply for eligibility for funding and grants under Article 9 of the UK GDPR.
- To provide information in relation to safeguarding as required under the Keeping Children Safe In Education statutory guidance for schools 2022 and Article 9 of the UK GDPR
- To provide information to other agencies under the Keeping Children Safe In Education and within the 'Working together to safeguard children a guide to inter-agency working to safeguard and promote the welfare of children' and other social protection laws, including the Children and Social Work Act 2017. This data may also contain information in relation to Article 9 of the UK GDPR.
- To provide data for statutory census reporting to the Department for Education under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013 and this may also contain information in relation to Article 9 of the UK GDPR.

5. Collecting this data

We collect pupil information via application forms, data collections, Automated Transfer Forms (ATF) from the local authority, Common Transfer forms (CTF0 or secure file transfer from previous schools).

Whilst the majority of the data you provide to the Academy Trust is mandatory, (this means that we have a lawful reason or legal obligation to process the data), some data is provided on a voluntary basis. When collecting data, the Academy Trust will inform you whether you are required to provide this data or if your consent is needed.

Where consent is required, the Academy Trust 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 and your rights to withdraw your consent.

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

- Local authorities
- Government departments or agencies
- Other schools

6. How we store this data

We create and maintain a pupil file for every pupil, and we keep personal information about our pupils while they are at our school. We may also keep it beyond the time at one of our schools if this is necessary. Our record retention schedule sets out how long we keep information about pupils. A copy of the retention schedule is available on request from the DPO.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

Personal data relating to pupils and their families is stored in line with the Trust's UK GDPR Data Protection Policy. In accordance with the UK 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. In most eventualities pupil records will be destroyed within 1 year of the pupil leaving a primary school. Please note however that there are much longer retention periods for Health and Safety, Safeguarding and certain SEND documents.

We will dispose of your personal data securely when we no longer have a legal requirement to retain it.

7. Who we share data with

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- The local authority appropriate to any one of our schools – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education – to perform tasks in the public interest
- Your family or representatives – to perform tasks in the public interest
- Educators and examining bodies – to perform tasks in the public interest
- Our regulator Ofsted – to perform tasks in the public interest
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as IT provision
- Financial organisations – to enable them to provide the service we have contracted them for, such as payment facilities for parents
- Central and local government - to perform tasks in the public interest
- Our auditors – to meet our legal obligations to share certain information with them
- Survey and research organisations – to perform tasks in the public interest
- Health authorities – to perform tasks in the public interest
- Security organisations – to perform tasks in the public interest
- Health and social welfare organisations – to perform tasks in the public interest
- Professional advisers and consultants – to perform tasks in the public interest

- Charities and voluntary organisations – to perform tasks in the public interest
- Police forces, courts, tribunals – to meet our legal obligations to share certain information with them

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

7.1 Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

- regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

7.2 How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils 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 electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data.

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares.

How to find out what personal information DfE hold about you

Under the terms of the UK Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

To contact DfE: https://www.gov.uk/contact-dfe.

7.3Transferring data internationally

Where we transfer your personal data to a country or territory outside the European Economic Area, we will do so in accordance with UK data protection law.

8. Your rights

8.1 How to access personal information that we hold about you

Under data protection legislation, parents and pupils have the right to make a 'subject access request' to gain access to personal information that we hold about you. Please see our Data Protection Policy for further information.

. To make a request for your personal information, or be given access to your child's educational

record, please contact the office at your child's school, or our Data Protection Officer.

You also have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- to withdraw consent at any time

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

8.2 Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, for example in the use of images, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting your school office in the first instance.

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

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

10. 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**: dpo@mslt.org.uk

This notice is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in this school.