



Privacy Notice for Parents/Carers of Mendlesham School

The school collects and processes personal data relating to pupils and students in order to carry out its functions successfully.

The school your child attends is part of the John Milton Academy Trust (JMAT). Under Data Protection legislation, the Academy Trust is the Data Controller.

The postal address of the Academy Trust is:

The John Milton Academy Trust
Church Road
Stowupland
Stowmarket
IP14 4BQ

The Data Protection Officer for the Trust is Ms Sian Durrant. The Trust commissions the DPO service from Schools' Choice and Ms Durrant can be contacted at: data.protection@schoolschoice.org

1. Using student information

The school collects and holds personal information relating to pupils and students and may also receive information about them from their previous school, local authority and / or the Department for Education (DfE). The school uses this personal data to:

- support learning
- monitor and report on progress
- provide appropriate pastoral care;
- assess the quality of our services;
- comply with the law about sharing personal data;
- safeguard and promote the welfare of pupils and students;
- fulfil contractual and other legal obligations;
- provide additional activities for pupils and students (eg clubs and educational visits);
- protect and promote our interests and objectives, including fundraising.

This information will include your contact details, national curriculum assessment results, attendance information, any exclusion 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 have a photograph of you.

For students enrolling for 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.

It is lawful to use the information we have about you for the following reasons:

- The Academy Trust is under a legal obligation to collect the information, or the information is

necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.

- 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 all students. This is a function which is in the public interest because everybody needs to have an education. This means we have a real and proper reasons to use this information.

2. Giving consent

We will not usually need the consent of parents/carers to use the information that we have.

However, if at any time it appears to us that we would like to use personal data in a way which means that we would need the consent of parents/carers, then we will explain what we want to do and ask for your consent.

This situation is most likely to occur when students are involved in activities which are not really essential for a school, but when we want to be involved because we think it would be of benefit to pupils and students.

Please note that if you give your consent, you are still able to change your mind at any time.

When we collect personal information on any form in school, we will make it clear whether there is a legal requirement for parents/carers to provide it, or whether there is a legal requirement on the school/academy 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.

3. Giving your information to others

(a) Suffolk County Council

Once students reach the age of 13, the law requires us to pass on certain information to Suffolk County Council who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent /carer can request that **only** their child's name, address and date of birth be passed to Suffolk County Council by informing your child's Progress Leader. This right is transferred to the child once he / she reaches the age 16. For more information about services for young people, please go to the Local Authority website. <https://www.suffolk.gov.uk/>

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about students to the Department for Education (DfE). This is the 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 also share information about pupils that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

(b) 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.

We are required, by law, to provide information about our pupils to the DfE as part of 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 purpose 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 [National pupil database: user guide and supporting information - GOV.UK](#).

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting 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 the DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

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

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

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

(c) Others

We will also disclose a student's personal data to:

- A new school if you move schools
- Disclosures connected with SEN support – e.g. Education Psychologists and other Professionals
- School nurse
- School Counsellor
- CAMHS (Child and Adolescent Mental Health Service)

The information disclosed to these professionals / services will include sensitive personal information about your son or daughter. Usually this means information about health, and any special educational needs or disabilities. We do this because these agencies will need this information in order to support your son or daughter.

Our disclosure of a student's 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 personal 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 personal 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 student 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.

We do not usually transfer any personal information to a different country which is outside the European Economic Area. This would only happen if one parent lived abroad or if a student moved to a new school abroad. If this situation occurred, we would be very careful to make sure that it was safe to transfer personal information.

4. Retaining information

We only keep personal 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 pupils and students will be in the pupil file. We usually keep these until a young person's 25th birthday unless a pupil or student moves to another school in which case we send your file to your new school. We have a Records Retention Policy for the Trust which explains how long we keep information and you can find a copy on the school's website.

Your rights

- You can ask us for a copy of the information we have about your child
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about your child (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your child's information
- You can object to what we are doing with your child's information
- You can ask us to transfer your child's information to another organisation in a format that makes it easy for them to use.

If you are not happy with any aspect of the school collecting and handling your child's personal information, you can make a complaint to the Headteacher who will discuss the matter with the Trust's Data Protection Officer. If you are not satisfied with the answer you receive, then you can complain to the Information Commissioner's Office:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Bacton
Primary School

Cedars Park
Primary School

Mendlesham
Primary School

Stowupland
High School

Registered Address: Stowupland High School | Church Road | Stowupland | Stowmarket | IPI4 4BQ
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