



# **Pupil Privacy Policy**

**Document Control Information**

**Pupil Privacy Policy, Issue 2 – August 2017**

**Review Period**

Every 2 years

**Review Committee**

Trustees

**Revision History**

Author	Summary of changes	Issue	Date Authorised
R Righini	New policy extracted section from data protection policy	1	31 <sup>st</sup> August 2017

**Authorisation**

**Approved By:** This policy was approved by the Trustees

**Date Approved:** 31<sup>st</sup> August 2017

**Date of Next review:** 31<sup>st</sup> August 2019

**Document Owner & Reviewer:** The senior manager responsible for this policy is the Operations Director

**Equality Impact**

**Statement** We welcome feedback on this document and the way it operates. We are interested to know of any possible or actual adverse impact that may affect any groups in respect of any of the Equality Act 2010 protected characteristics.

The person responsible for equality impact assessment for this document is the Director of Equality and Diversity.

**Screening** This document has been screened by the Equality Team and the impact has been assessed as:

- Not applicable
- Low
- Medium
- High

## **1. Purpose**

- 1.1. This policy explains what personal information New Bridge Multi Academy Trust (MAT) collects about pupils and how we use it. Please read it carefully.

## **2. Scope of Policy**

- 2.1. This policy applies to all pupils and details what we do with their personal information collected and maintained by the New Bridge MAT.

## **3. Reason for Review**

- 3.1. This policy was reviewed as part of a MAT policy audit. The review also acknowledges the significant changes that will take place in May 2018 for all schools.

## **4. Aim(s)**

- 4.1. We aim for all pupils to have an informed knowledge of the ways in which the MAT uses and processes data and for them to be able to make their own informed judgements through knowing their rights, where applicable.

## **5. Procedures and practice**

### **5.1. General**

- 5.1.1. We, The New Bridge mat, are the Data Controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:
  - 5.1.1.1. support your learning;
  - 5.1.1.2. monitor and report on your progress;
  - 5.1.1.3. provide appropriate pastoral care; and
  - 5.1.1.4. assess how well we are doing.
- 5.1.2. Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.
- 5.1.3. Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the Local Authority (LA) support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s) and any further information relevant to the support services' role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision.
- 5.1.4. However, parent(s) can ask that no information beyond names, addresses and your date of birth be passed to the support services. This right transfers to you on your 16th birthday. Please tell a member of staff if you wish to opt

out of this arrangement. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

**5.1.5. We will not give information about you to anyone without your consent unless the law and our policies allow us to.**

5.1.6. We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the LA. If you want to receive a copy of the information about you that we hold or share, please contact the administration office.

5.1.7. If you need more information about how the LA and DfE store and use your information, then please go to the following website: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

5.1.8. If you cannot access this website, please contact the school and we will endeavour to assist in any way we can.

## **6. Sources and references**

- 6.1. Data Protection Act 1998
- 6.2. Equality Act 2010

## **7. Other useful documents**

- 7.1. Subject Access Request Policy
- 7.2. Freedom of Information Policy
- 7.3. Equality Impact Scheme
- 7.4. Publication Scheme
- 7.5. Complaints Policy

## **8. Monitoring**

- 8.1. This policy will be monitored through the MAT's accountability framework.