

Privacy Notice - How we use children in need and children looked after information

The categories of personal information that we process

We process data relating to children in need and children looked after at our schools and colleges. The processing of data is necessary to deliver our educational offer to our children in need and children looked after.

The categories of pupil/ learner information that we collect, process and hold include:

- personal information such as name, address, date of birth, contact details, unique pupil/learner number, candidate or examination numbers, next of kin and emergency contacts numbers
- characteristics information such as gender, age, ethnic group, disability
- episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)

This list is not intended to be exhaustive. To access the current list of categories of information we process, please refer to our general privacy notice for Pupils/Learners.

Why we collect and use children in need and children looked after information

Children in need and looked after children information is essential for our school/Trust's operational use. We use this personal data to:

- support these children and monitor their progress



- provide them with pastoral care
- assess the quality of our services
- evaluate and improve our policies on children's social care

This list is not intended to be exhaustive – please refer to general our privacy notice for Pupils/Learners.

The lawful basis on which we process this information

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing children in need and children looked after information are under Article 6, and Article 9 where data processed is special category data from the General Data Protection Regulations May 2018 and for data collection purposes under the Education Act 1996.

The Trust and our Schools process a wide range of personal data for a variety of purposes. The lawful basis we rely on will therefore vary. However, generally, the lawful basis we mainly use in relation to our children in need and children looked after are:

- to support children, their families and carers and monitor their progress
- provide them with pastoral care and support
- assess the quality of our services
- evaluate and improve our policies and practices

This list is not intended to be exhaustive and should be read in conjunction with our privacy notice for pupils/learners.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school/Trust use of your data. There are also other lawful bases that may apply, and this will be made clear wherever possible.

Collecting and protecting children in need and children looked after information

We collect children in need and children looked after information to enable us to manage our children in need and children looked after and to help us to operate our Schools/Colleges and overall Trust. children in need and children looked after data is essential for the school's / Trust's operational use. Whilst the majority of pupil information provided is mandatory, some of it is requested on a voluntary



basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

We collect and use information about you in a variety of ways. Most common is the collection of information through registration forms at the start of the school year, Common Transfer Files (CTFs) or secure file transfer from previous schools.

We take our security responsibilities seriously to protect your personal data from accidental or unlawful access, disclosure, loss, damage or destruction. For example:

- Access to our data is on a strict need to know basis
- Our electronic records are held on encrypted servers
- We have strict visitor management security procedures in place
- Our sensitive paper files are locked away with restricted access to the keys
- Our employees, volunteers and governors are subject to Disclosure and Barring Service (DBS) checks and employee contracts contain confidentiality clauses
- We have policies, procedures and training around data protection, security, record disposal and confidentiality.
- We use encrypted email or secure file sharing platforms to share personal data with external organisations
- We carry out due diligence checks on our service providers and Data Protection Impact Assessments, where required.
- We use up to date virus and malware protection software; security patches are applied promptly, and we back up our data regularly.

Storing children in need and children looked after information

Personal data is stored in line with our data protection policy in a range of different places including in pupil/learner files, IT systems including the school's/Trust's MIS and email system, and educational software packages.

The information contained in our files and on our systems is kept secure and only used for purposes relevant to education and for the school/Trust's operational use.



We only keep personal information for as long as we need to, and where it is necessary to comply with any legal, contractual, accounting or reporting obligations. After this period, we delete or securely destroy personally identifiable data.

For more information about how long we keep personal data, please refer to our Record Retention Schedule.

Overseas transfers: we mainly store our data in the UK or the European Economic Area (EEA), however some of our service providers may store personal data outside these areas (usually in the USA). Where this is the case, we have a contract with these service providers which ensures they process our data securely and in line with our data protection laws.

With whom and why we share children in need and children looked after information

We share information with a range of organisations, companies and agencies, where it is necessary for us to carry out our legal responsibilities and duties as a School/Trust. We only share information where it is strictly necessary for us to do so, and both the law and our policies allow us to do this. The following are examples of whom we share information with:

- **Department for Education:** we are required to share information about our pupils with the DfE (this is known as the 'school census'), either directly or via our local authority, so the DfE can carry out their statutory duties regarding data collections. Our duty to share this information comes under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We share children in need and children looked after data with the Department on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Find out more:

For school census and our data collection requirements visit the DfE website [Data collection and censuses for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/data-collection-and-censuses-for-schools)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). To find out more about the NPD, visit their website [How to access Department for Education \(DfE\) data extracts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/how-to-access-department-for-education-dfe-data-extracts)

The law allows the DfE to share pupils' data with certain third parties. For more information about the DfE's data sharing process, visit their website [Data protection: how we share pupil and workforce data - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/data-protection-how-we-share-pupil-and-workforce-data)



To find out which organisations the DfE has provided pupil information to, visit their website

[DfE external data shares - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

To find out how the DfE collects and shares pupil data for research purposes, visit their website

[Data protection: how we share pupil and workforce data - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

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.

<https://www.gov.uk/government/publications/security-policy-framework>

- **Local Authority:** we have a legal requirement to share certain information about our pupils including children in need and children looked after with our local authority and relevant agencies, to ensure that they can carry out their statutory duties under the Schools Admission Code, including conducting Fair Access Panels. We may also be required to share child protection or safeguarding information with them, so we can carry out our statutory duties under section 11 of the Children's Act 2004 (duty to safeguard and promote the welfare of children) and to enable the local authority to carry out their duties under section 47 of the Children's Act 1989 (duty to investigate and take action to safeguard children)
- **Health Partners and early prevention teams:** we sometimes share information about our pupils including children in need and children looked after with health professionals, to help the pupil receive the necessary health, educational and pastoral support they need. This is usually shared with the parent's consent (and if appropriate pupil's including children in need and children looked after consent) unless it is necessary for us to carry out our official duties or safeguard the welfare of the child.
- **Other schools:** we are required to share a pupil's Common Transfer File and educational record with their next school when they leave us. We are also required to share a pupil's 'curricular record' with the pupil's intended school, upon request. We are required to share this data under The Education (Pupil Information) (England) Regulations 2005.

If the school has a concern about the safety of a pupil, it has a duty to share relevant information with the next school, to safeguard that pupil or others.

Our schools comply with the HM Government 'Information Sharing Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers' (July 2018), whenever it shares personal data.

- **Standards and Testing Agency:** we are required to share information about pupils in EYFS to the local authority and year 2 and in year 6 to the Standards and Testing Agency, so they can facilitate and report on our key stage 1 and key stage 2 national curriculum tests (commonly referred to as SATs). More information about SATs are available on the government's website <https://www.gov.uk/government/publications/key-stage-1-and-2-national-curriculum-tests-information-for-parents>



- **Youth support services and careers advisors:** once our pupils reach the age of 13, we must share pupil information with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19-year olds, under section 507B of the Education Act 1996.

This enables them to provide youth support services and careers advisors.

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the pupil once they reach the age 16.

We must also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19-year olds under section 507B of the Education Act 1996. This enables them to provide post-16 education and training providers; youth support services and careers advisers.

When a student reaches the age of 16, they can object to only their name, address and date of birth being passed to their local authority or provider of youth support services, by informing us.

- **Ofsted:** we may be required to support an Ofsted inspection, where an inspector asks to see a sample of the School/Trust records. These records could identify a pupil/learner. Any identifiable personal information the inspector may see, will not be taken away or used in their reports.
- **Law enforcement:** we may be required to share information about any person we hold information about, to the police or other law enforcement agencies, to assist them in an investigation or to prevent or detect a crime or safeguard individuals at risk.
- **Research projects:** we may be invited from time to time to take part in important local or national research projects or initiatives, which are endorsed by the Department for Education. We will let you know if we need to share identifiable pupil data as part of these projects and you will be given the opportunity to opt out from your data or your child's data being used in this way.
- **Multi-Academy Trust:** we may sometimes be required to share information about data subjects within our Multi-Academy Trust, so we can monitor and assess the quality and consistency of our services; share resources or to provide particular support to individuals. We will only share identifiable information, where this is strictly necessary to enable us to carry out our official duties.
- **Aldridge Foundation:** is a charity founded by our patron, Sir Rod Aldridge with the purpose to give all young people an equal chance at life. The Foundation support us in local or national projects or initiatives. We will let you know if we need to share identifiable pupil data as part of these projects and you will be given the opportunity to opt out from your data or your child's data being used in this way.
- **Service providers:** we use companies that provide us with a service to help us run effectively as a Trust. The services we often receive are IT support, professional advice (e.g., Human



Resources), legal advice, online learning or teaching resources, communication services with parents, pupils/learners, employees and governors, catering and transport. To receive these services, we sometimes need to share personal information or use their products to store Trust data.

We also work alongside other organisations or individuals that provide services directly to our parents or pupils, such as the school photographer, organisers of extra-curricular clubs or activities or companies that run school trips or provide accommodation or transport.

The companies/individuals we use in these circumstances, may change on a regular basis. If you would like information about any specific companies or individuals we work alongside, please contact us at DPO@aldridgeeducation.org

Where we transfer personal data to a country or territory outside of the UK and European Economic Area, we will do so in accordance with data protection law and ensure that we have sufficient safeguards in place.

Requesting access to your personal data

Under data protection legislation, parents and pupils/learners have the right to request access to information about them that we hold.

You have the right to:

- 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

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.

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

- School Data Protection Leads (DPLs):
 - Darwen Aldridge Community Academy dpl@daca.uk.com
 - Darwen Vale High School dpl@darwenvale.com
 - Darwen Aldridge Enterprise School dpl@daestudio.biz
 - Sudell Primary School dpl@sudell.blackburn.sch.uk
 - Aldridge UTC@MediaCityUK dpl@utcmedicityuk.org.uk
 - Dukes Aldridge Academy dpl@dukesacademy.org.uk
 - Brighton Aldridge Community Academy dpl@baca-uk.co.uk
 - Portslade Aldridge Community Academy dpl@paca.uk.com
 - Aldridge Adult Learning dpl@aal.org.uk
- Trust Data Protection Officer (DPO): dpo@aldridgeeducation.org

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, 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

- School Data Protection Leads (DPLs):
 - Darwen Aldridge Community Academy dpl@daca.uk.com
 - Darwen Vale High School dpl@darwenvale.com
 - Darwen Aldridge Enterprise School dpl@daestudio.biz
 - Sudell Primary School dpl@sudell.blackburn.sch.uk
 - Aldridge UTC@MediaCityUK dpl@utcmedicityuk.org.uk
 - Dukes Aldridge Academy dpl@dukesacademy.org.uk
 - Brighton Aldridge Community Academy dpl@baca-uk.co.uk
 - Portslade Aldridge Community Academy dpl@paca.uk.com
 - Aldridge Adult Learning dpl@aal.org.uk
- Trust Data Protection Officer (DPO): dpo@aldridgeeducation.org

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

This version was last updated on January 2022.



Contact

If you would like to discuss anything in this privacy notice, please contact:

Trust Data Protection Officer (DPO) - dpo@aldridgeeducation.org



How government uses your data

The data that we lawfully share with the Department for Education through data collections helps to:

- develop national policies
- manage local authority performance
- administer and allocate funding
- identify and encourage good practice

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education go to:

Children in need: <https://www.gov.uk/guidance/children-in-need-census>

Children looked after: <https://www.gov.uk/guidance/children-looked-after-return>

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 for Education

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/dfе-external-data-shares>.

How to find out what personal information the Department for Education hold about you

Under the terms of the Data Protection Act 2018, you're 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 the department:

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