



Education Learning Trust Multi Academy Trust

Privacy Notice

LAC, SEN and Safeguarding

2024/2025

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1. Policy Statement

The Education Learning Trust is a data controller for the purpose of the UK General Data Protection Regulation (UK GDPR). We collect information and may receive information about pupils from their previous school, local authority and/or the Department for Education. This privacy notice has been created to inform children, young people, and their parents/carers, how we use their information.

2. Collection and Use of Data

We collect and use your data to:

- support our pupils and monitor their progress
- provide them with pastoral care
- assess the quality of our services
- evaluate and improve our policies
- monitor welfare and progress of LAC, PLAC and SEN pupils
- safeguard our pupils

3. The Information we Process

The Information we collect, hold, share and process includes:

Personal information such as:

- name, date of birth, address and contact information
- characteristics information such as gender and age

- attendance data, class details and number of suspensions/exclusions
- photographs

Special categories of information such as:

- SEN status, religion, country of birth and NHS number
- notes of concern
- assessment data
- medical Information/health data
- information relating to a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- outcomes for LAC, PLAC and SEN pupils
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)
- Education Health Care Plans (EHCPs)
- educational psychology reports

4. The Lawful Basis

Legal Obligation

We are required to process pupil data when undertaking our legal obligations and to comply with our statutory functions. We are either legally required to have this information or alternatively we process the information via our legal obligation as there is a high risk to our pupils.

We follow statutory guidance on:

- Keeping Children Safe in Education 2024
- Working Together to Safeguard Children 2018

Public Task

The Education Learning Trust uses photographs of pupils for the purposes of internal identification and for safeguarding purposes. These are held securely on SIMS and are not used for any other purposes unless the law and our policies allow us to do so.

All photographs are securely destroyed in line with our Records Management Policy.

5. Collecting Personal Information

Whilst the majority of LAC, SEN and safeguarding information we process is mandatory, some of it may be provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this. This information is obtained by the school from both the admissions forms, the relevant local authorities and safeguarding leads and relevant notes of concern.

The information will be handled internally by the safeguarding leads, pastoral staff and the Headteacher.

6. Storing Information

How we store your information:

We hold LAC, SEN and safeguarding data securely and in line with our Records Retention Policy, such as locked cabinets, secure software etc.

When this information is no longer required, it will be confidentially destroyed or deleted.

7. Sharing Information

We routinely share this information with:

- the Department for Education (DfE)
- the Local Authorities for our schools
- other Local Authorities where necessary
- other schools or education settings
- health specialists including the school nurse, safeguarding and Looked After Children nurse
- police, social care and the NHS

We share children in need, SEN and looked after children's data with the Stockport Metropolitan Borough Council and other placing authorities. This is for the purpose of providing each child access to the correct services and support, for example, Children's Social Care, Special Educational Needs support services and School Health.

This information is shared in line with our statutory duties. We do not share information about our children in need, SEN and LAC with anyone without consent unless the law and our policies allow us to do so.

Department for Education

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

This data sharing helps to develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice.

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.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about children in England. It provides invaluable information on the background and circumstances of a child's journey and 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 children to the DfE as part of statutory data collections. Some of this information is then stored in the National Pupil Database (NPD).

The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The DfE 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 for Education 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 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>

8. Requesting Access to your Personal Data

Under data protection legislation, parents, carers and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to be given access to your child's educational record, please contact dpo@educationlearningtrust.com to make a request.

Pupils and parents/carers also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

If you feel it necessary to do any of the above, you can speak with our Data Protection Officer on **0161 757 9333** or email at **DPO@educationlearningtrust.com**. The school does not have to meet all of your requests and we will let you know where we are unable to do so. Alternatively, contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

9. Contact us

If you would like to discuss anything in this privacy notice, please contact:
dpo@educationlearningtrust.com

10. Complaints

If you're not satisfied with the way we have handled your personal information, you have the right to make a complaint to the Information Commissioner.

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

Website: <https://ico.org.uk/global/contact-us/>