

GDPR Privacy Notice for pupils and their families

The Sigma Trust is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

Who Collects This Information?

The Sigma Trust is the data controller of the personal information you provide to us. This means the Trust determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The Data Protection Officer acts as a representative for The Sigma Trust with regard to its data controller responsibilities, they can be contacted on dpo@sigmatrust.org.uk.

Which categories of data are collected?

The categories of pupil information that the school collects, holds and shares include the following:

- **Personal identifiers and contacts** – e.g. names, pupil numbers, contact details and addresses
- **Attendance information** – e.g. number of absences and absence reasons
- **Assessment and attainment** – e.g. national curriculum assessment results
- **Information relating to SEND** – including the needs and ranking
- **Safeguarding information** – e.g. court orders and professional involvement
- **Behavioural information** – e.g. number of temporary exclusions

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:

- **Characteristics** – e.g. ethnicity, language and free school meal eligibility
- **Medical and administration** – e.g. doctors' information, general health, dental health, allergies, medication and dietary requirements
- **Photographs and CCTV images** – e.g. images taken from school plays/activities and from school security cameras

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis, for example, biometric data. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed.

Biometric Data

In cases where our schools use biometric data, we'll ask for your consent first. If you prefer not to give consent, we will ensure alternative methods are in place and no inconvenience will be caused for opting not to give consent.

Use of your personal data for automatic decision making and profiling

We do not currently put pupils' personal data through any automated decision making or profiling process. This means we do not make decisions about you, using only computers without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

Legal Bases:

Under the UK General Data Protection Regulation (UK GDPR) Article 6, the lawful bases we most often use for processing pupil data are:

- **Public task:** collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- **Legal obligation:** data collected for the Department for Education (DfE) census information - relevant legislation listed in the section below
- **Vital interests:** to keep children safe (food allergies, or medical conditions)

For processing of special category data, we rely on the following bases:

For processing special category data, we will make sure we are able to meet at least one of the Article 6 bases above and one from Article 9 below:

- **Vital interests:** for life or death situations, or where you are physically or legally incapable of giving consent
- **Substantial public interest:** where we are required by law by education legislation
- **Legal claims:** if someone makes a claim against the school, or the school wishes to bring a claim against a person or organisation, or court action is in progress
- **Explicit consent:** e.g. for images or CCTV unless otherwise covered by another legal basis

Collecting on the basis of consent

Where consent is required, the school will provide you with specific and explicit information with regard to the reasons the data are being collected and how the data will be used.

Consent Withdrawal

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time by contacting the school.

How we collect and use your information?

The Sigma Trust holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE as well as from you by direct communications and forms.

The relevant legislations that require us to collect your personal data are:

- Education Act 1996
- Regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013

Why we collect your personal information:

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

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide careers education, information and advice
- To provide information on further education
- For post-16 destination
- To look after pupil wellbeing
- To provide appropriate pastoral care
- To assess the quality of our service
- To keep children safe (food allergies or emergency contact details)
- To meet the statutory duties placed upon us by the DfE
- To comply with the law regarding data sharing
- To get in touch when we need to

How long is your data stored for (Data Retention)?

Personal data relating to pupils and their families at our academies are stored in line with the Trust's Data Protection Policy, which can be found [HERE](#). In accordance with the GDPR, data are only stored for as long as is necessary to complete the task for which it was originally collected. A full list of data retention can be found in our records management policy [HERE](#).

Sharing Data

We regularly share pupil information with:

- Schools the pupil attends after leaving us
- Our local authority
- Youth support services (pupils aged 13+)
- The Department for Education (DfE)

We also share data with the Learning Records Service (LRS), who provide us with a pupil's unique learning number. We may also receive data from the LRS about a pupil (e.g. their qualifications). You can find out more information about how the LRS uses your personal data [HERE](#).

Where the Trust outsources data to a third-party processor, the same data protection standards that the Trust upholds are imposed on the processor.

Suppliers and service providers

The Sigma Trust uses third-party suppliers and service providers; we will only share personal data for these services with the following measures in place:

- Third party has proven compliance with UK Data Protection Laws
- A contract, sharing agreement or subscription is in place that allows the fair and lawful processing of personal data
- Only share the minimum data that is required for the supplier to carry out their service

The types of suppliers and service providers we use are:

- MIS/attendance/behavioural systems - such as Arbor, Aquinas, GL Education
- IT systems- such as Google
- Communication systems - such as Group call/Arbor
- Curriculum support systems - such as Google classroom, Go4 schools
- Workforce systems - such as Google workspace
- Catering systems - such as VeriCool
- Timetabling systems - TES Edval
- Internet security - such as Lightspeed

Please note, this list is not exhaustive and the specific software and services we use change regularly based on the needs of the staff, pupils and the ever-changing technology available. A full list can be provided by contacting the school directly or the Trust DPO.

Transferring data internationally

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

The school is required to share pupils' data with the DfE on a statutory basis; this includes the following:

- Personal information – e.g. names and addresses
- Characteristics – e.g. ethnicity, language and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment and examination information – e.g. national curriculum assessment results
- Information relating to SEND
- Behavioural information – e.g. suspensions/exclusions

The National Pupil Database

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. We are required by law to provide information to the DfE as part of statutory data collections and some of this information is then stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained. We will not share your personal information with any third parties without your consent, unless the law allows us to do so.

Youth Support Service Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to 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 services as follows:

- Youth support services
- Careers advisers
- post-16 education and training providers (sixth form settings)

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age of 16.

Data is securely transferred to the youth support service and is stored securely on cloud servers and held in line with our retention schedule. Our retention schedule can be found within our Records Management Policy [HERE](#).

Your rights

You have the right to:

- Be informed about how the Trust uses your personal data
- Request access to the personal data that the Trust holds
- Request that your personal data are amended if it is inaccurate or incomplete
- Request that your personal data are erased where there is no compelling reason for its continued processing
- Request that the processing of your data are restricted
- Object to your personal data being processed

To exercise these rights, please contact your child's school. You will be asked to provide proof of ID and your child may be asked to consent to the release of their data, usually if they are aged 13 and over.

Parents/carers also have a legal right to access their child's educational record.

Your right to complain

If you have a concern about the way we are collecting or using your personal data, in the first instance we would ask you to contact your child's school. If you feel you need to take your case further you can raise a concern with the Information Commissioner's Office (ICO). You can raise a concern here: <https://ico.org.uk/make-a-complaint/>.