Amplify Education

Privacy Policy (Students & Parents)

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As part of the review process, this policy/procedure has been subject to an Equality Impact Assessment

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1. Who we are

Amplify Education is the Data Controller for the personal data described in this privacy notice. This means we decide how and why pupil personal data is used.

2. The information we collect about pupils

We may collect, use, store and share the following categories of personal data about pupils:

- Personal identifiers and contact details
  (e.g. name, unique pupil number (UPN), date of birth, address, email address)
- Characteristics
  (e.g. ethnicity, language, nationality, country of birth, free school meal eligibility)
- Safeguarding information
  (e.g. court orders, child protection plans, professional involvement)
- Special educational needs and disabilities (SEND)
  (including needs, provision and ranking)

- Medical and administrative information
  (e.g. GP details, health conditions, allergies, medication, dietary requirements)

- Attendance information
  (e.g. sessions attended, absences, reasons for absence, previous schools)

- Assessment and attainment information
  (e.g. phonics and key stage results, internal assessments, post-16 courses and outcomes)

- Behavioural information
  (e.g. exclusions, sanctions, alternative provision)

- Trips, activities and clubs
  (including consent and risk assessment information)

- Catering and free school meal management

- IT systems and identity management
  (including usernames, passwords and, where used, biometric data such as cashless catering systems)

- Images and recordings
  (photographs, videos, CCTV, where applicable)

3. Why we collect and use pupil information

We collect and use pupil information to:

- support pupil learning and development

- monitor and report on pupil progress and attainment

- provide appropriate pastoral care and wellbeing support

- assess and improve the quality of our educational services

- keep pupils safe (e.g. medical needs, emergency contacts, safeguarding)

- manage behaviour and attendance

- administer admissions, transitions and examinations

- meet statutory duties placed upon us by the Department for Education (DfE) and other public bodies

4. The lawful basis for using pupil information

We collect and use pupil information in line with:

- UK General Data Protection Regulation (UK GDPR)
    - Article 6 (lawfulness of processing)
    - Article 9 (processing of special category data)
- Data Protection Act 2018
- Education Act 1996 (section 537A)
- Children Act 1989 (section 83)

Further information can be found at:
https://www.gov.uk/education/data-collection-and-censuses-for-schools

5. How we collect pupil information

We collect pupil information from a range of sources, including:

- parents/carers and pupils
- registration and admission forms
- previous schools (via Common Transfer File or secure transfer)
- local authorities
- the Department for Education

Most pupil information is required by law. Where information is optional, we will make this clear at the point of collection.

6. How we store pupil information

We hold pupil information securely and retain it only for as long as necessary, in line with our Data Retention Policy.

7. Why we share pupil information

We do not share pupil information without consent unless the law, or our policies allow or require us to do so.

8. Who we share pupil information with

We may routinely share pupil information with:

- other schools and educational settings
- local authorities
- the Department for Education (DfE)
- youth support services (where applicable)
- health services (school nurse, NHS)
- academy trusts or multi-academy trusts (if applicable)
- third-party service providers (e.g. assessment systems, communication tools, catering systems)

A full list of third-party providers (if appropriate) is available via Annexe 1.

9. Department for Education (DfE)

The DfE collects personal data from schools through statutory data collections such as the school census. We are required to share this information under:

- The Education (Information About Individual Pupils) (England) Regulations 2013

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 the Government uses your data' section at the end of this notice.

10. Local authorities

We may share pupil information with the local authority to enable them to carry out statutory duties, including school admissions and Fair Access Panels.

11. Youth support services (pupils aged 13+)

From age 13, we may share limited pupil information with youth support services under section 507B of the Education Act 1996 to support education, training and careers guidance.

Parents/carers (or pupils once aged 16) may object to information beyond name, address and date of birth being shared.

12. Pupils aged 16+

For pupils aged 16+, information may be shared with post-16 providers, youth support services and careers advisers.
Pupils may object to their data being shared beyond basic identifying information.

13. Health and social care information sharing (where applicable)

[Include Connecting Care and/or CHIS sections here if relevant to your local authority, using the provided wording.]

For more information about services for young people, please visit our local authority website.

For Schools in South Gloucestershire (Charlton Wood Primary Academy)
Your local council is a partner in Connecting Care, a project which links social care information with health information.

The Connecting Care Local Record is a new way for staff who are directly involved in a child's care to share relevant information about their care in a way that is secure, controlled, consistent and efficient. It allows health and local council staff who are directly involved in a child's care access to a summary of existing records, such as those held by the GP, hospital or social care provider.

Staff who are directly involved in a child's care, will only access their record with a legitimate reason, and if they can, they will ask your permission before they look at it.

The Connecting Care Record will contain information such as:
• who is involved in a child's care;
• any allergies they have;
• medications;
• recent appointments (but only whether they were attended, this will not include any information about what was discussed at that appointment);
• diagnoses.

The Connecting Care record will not contain information about conversations with the GP or any information on sensitive subjects such as sexual health. Staff who have a responsibility for designing services to improve children's general well-being will also have

access to relevant information from the record. The detail that staff can see is linked to the job they do. If for their job they don't need to see specific information, they cannot see it.

Connecting Care has been established to share important health and social care information to support the care of the wider Bristol population. Your contact with local Connecting Care NHS Partner Organisations may result in them seeking your consent to participate in a research study. Where you have consented to participate in such a study, the research team may access the information held by GPs and Hospital Trusts through Connecting Care to ensure that your participation (or those that you are responsible for) will not put you at risk of increased harm, and is suitable for the aims of the study. If you later choose to withdraw from the study, the research team will discuss the use of your information with you. As part of the consent process, the research team will inform you of the information they would seek access to.

If you require further information about Connecting Care, how it works, how information is shared and protected, and how you can opt out (and the implications for doing so) please contact PALS on 0800 073 0907, or visit https://www.connectingcarebnssg.co.uk

For Schools in South Gloucestershire (Charlton Wood Primary Academy)
Your local council also shares a limited amount of school enrolment information with the South West Child Health Information System (CHIS), which is used by local organisations to deliver child health services safely, effectively and efficiently. The CHIS maintains a record of all children from birth up to the age of 19 and receives data from General Practice, maternity departments, health visitor providers, screening providers and school age vaccination providers.

The information shared by the school with CHIS includes:

- School assigned ID and/or NHS number
- Pupil name and gender
- Pupil date of birth
- Pupil home postcode
- Pupil start date at the school

The CHIS is commissioned by NHS England on behalf of Public Health England, and the service is provided by Health Intelligence Ltd. If you require further information about the CHIS, how it works and how information is shared and protected, please visit: http://www.swchis.co.uk

14. Qualifications and learning records (age 14+)

For pupils enrolling in post-14 qualifications, we may receive information such as a Unique Learner Number (ULN) from the Learning Records Service.

15. Your data protection rights

Under data protection law, parents and pupils have the right to:

- request access to personal data
- request rectification of inaccurate data
- object to processing in certain circumstances
- request erasure or restriction of processing
- lodge a complaint with the Information Commissioner's Office (ICO)

Requests should be made to: school@ashtongateprimary.org

If you have a concern 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 at the end of this notice.

16. Withdrawal of consent and complaints

Where processing is based on consent, consent may be withdrawn at any time.
Concerns should be raised with us first or directly with the ICO:
https://ico.org.uk/concerns/

Under Section 164A of the Data Protection Act 2018, you have a statutory right to complain if you believe your personal data has been handled inappropriately.
If you wish to raise a concern about how we process your personal data, please contact us directly at [insert contact details]. We will acknowledge your complaint within 30 days of receipt and take appropriate steps to investigate and respond without undue delay.
If you are not satisfied with our response, you may escalate your complaint to the Information Commission at: Information Commissioner's Office

17. Contact details

If you have questions about this privacy notice, please contact:

info@ampedu.co.uk

18. How the government uses your data

The DfE uses pupil data to:

- allocate school funding
- monitor educational performance
- support educational research and policy development

Much of this data is held in the National Pupil Database (NPD).

19. The National Pupil Database
The data in the NPD is provided as part of the operation of the education system and is used for research and statistical purposes to improve, and promote, the education and well-being of children in England.

The evidence and data provide DfE, education providers, Parliament and the wider public with a clear picture of how the education and children's services sectors are working in order to better target, and evaluate, policy interventions to help ensure all children are kept safe from harm and receive the best possible education. To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice

How to Find Out What Personal Information DfE hold about you.
More information can be found at:
https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information