



Privacy Notice

How we use your information

2021/2022

Who are we?

Shires Multi Academy Trust is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Shires Multi Academy Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z7387577

You can contact Shires Multi Academy Trust as the Data Controller in writing at:

DPO - Warwickshire Legal Services/Shires Multi Academy Trust, PO Box 9, Shire Hall, Warwick, CV34 4RL or schoolDPO@warwickshire.gov.uk

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process?

Please refer to Appendix A for details of information processed.

Why do we use personal information?

We use Pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils
- To share medical information with Public Health Authorities



We use Staff & Applicant data:

- assess your skills, qualifications and suitability for the role
- carry out background checks
- communicate with you about the process
- keep records
- comply with legal or regulatory requirements

We use Governor/Trustee Data:

- Fulfil statutory obligations
- Communicate relevant information to individuals or groups or Boards or Local Governing Bodies for the purpose of them carrying out their roles and responsibilities as a Governor/Trustee

Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

1) To comply with the law

We collect and use general purpose information in order to meet certain legal requirements and legal obligations placed upon us by law. Therefore we are required to process personal information for such purposes even if you have not consented to us doing so.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact us in writing.

2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

4) To perform a public task

It is a day-to-day function of Shires Multi Academy Trust to ensure that individuals receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that pupils are properly educated and staff are able to fulfil their role and responsibilities.



Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Processing relates to personal data which is manifestly made public by the data subject
- 3) Necessary for establishing, exercising or defending legal claims
- 4) Necessary for reasons of substantial public interest
- 5) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 6) Necessary for archiving, historical research or statistical purposes in the public interest

Who might we share your information with?

We routinely share information with:

- Schools that pupils attend after leaving us
- Our local authority Warwickshire County Council
- the Department for Education (DfE)
- Local Public Health team
- NHS Track & Trace
- Other schools within our Trust
- Shires MAT HR staff (Staff, Applicants and Governors/Trustees)
- Companies House (Governors/Trustees only)
- Local Governing Bodies (Governors only)

We do not share personal information unless the law and our policies allow us to do so. Appropriate security measures have been put in place to prevent personal information being accidentally lost or used or accessed in an unauthorised way. Procedures are also in place deal with suspected data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

Appendix B, details all partners with whom we currently share data.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

NHS Test & trace / Public health authorities including the management of the delivery of Covid-19 Lateral Flow Testing (LFT)

It may be necessary for us to share limited information with the above agencies in the event that an individual tests positive for Coronavirus, or if there is a Coronavirus outbreak. This will enable the named agencies to liaise with families to provide advice & support and to take appropriate action in responding to an outbreak. You have the right to object to the sharing of information with such agencies. This is not an absolute right and will be assessed on a case-by-case basis. A survey link collecting consents, related to the in school lateral flow testing was sent out for completion. Now that school is moving to home lateral flow testing, results will be submitted directly, by you, to the NHS Track & Trace service and to school. Thus minimal personal data may be provided to PHE, NHS, DFE and their third party SERCO.



What do we do with your information?

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The Shires Multi Academy Trust monitors the personal information it processes and will only share personal information with a third party if we have a legal basis to do so. We may share personal information about you with:

- Our local authority – to meet our legal duties to share certain information in terms of the Education act 2002, section 175, the Children’s Act 1989, section 17, 47 & 83 and the Children’s Act 2004, Section 11, dealing with safe-guarding concerns
- The Department for Education, central and local government, health and social welfare organisations, Educators and examining bodies (as required under Section 537A of the Education Act 1996, the Education Act 1996 s29), the Education (School Performance Information)(England) Regulations 2007, regulations 5 and 8 School Information (England) Regulations 2008, the Education (Pupil Registration) (England) (Amendment) Regulations 2013
- Your family and representatives to meet our legal obligation in terms of the Education (Pupil Information) (England) Regulations 2005, regulation 3 and 5.
- Ofsted to meet our legal obligations to share certain information in terms of the Education Act 1996, sections 537 & 537A and accompanying regulations.
- Suppliers and service providers – to provide the services we have contracted them for by public task and legal obligation.
- Health authorities in order to protect Vital Interest where the data subject is physically or legally incapable of giving consent.
- Professional advisers, bodies and consultants by legal obligation of the Education Act 2002, section 175, Children’s Act 1989, Section 17, 47 & 83 and the Children’s Act 2004, section 11.
- Charities and voluntary organisations, such as The Friends of Studley High School PTA, by consent
- Police forces, courts, tribunals by public task and legal obligation.
- All personal information for staff, applicants, governors and trustees is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. Shires Multi Academy Trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

How long do we keep your information for?

In retaining personal information, the Shires Multi Academy Trust complies with the Retention Schedules provided by the Information & Record Management Society Ltd. The schedules set out the Statutory Provisions under which the Academy Trust are required to retain the information.

A copy of those schedules can be located using the following link:

[Records Management Policy](#)

Transferring data internationally

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



What are your rights with respect of your personal information?

Under data protection law, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively:

Shires Multi Academy Trust Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall, Market Square
Warwick
CV34 4RL

You 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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us using the contact details above.

Author: T Jordan 15/3/2022

Reviewed by: M Thake 21/3/2022

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Appendix A

	Pupil	Parent	Staff	Applicant	Governor or Trustee
Name	✓	✓	✓	✓	✓
DOB	✓		✓	✓	✓
Unique Pupil Number	✓				
Occupation					✓
Health or medical information	✓	✓	✓	✓	
Characteristics such as ethnicity, language, nationality, country of birth.	✓		✓	✓	✓
Free school meal eligibility	✓				
Attendance information such as sessions attended, number of absences and absence reasons.	✓				
Educational information including records of work, assessment results, relevant medical information, details of pupils' special educational needs, exclusions/behavioural information, post-16 learning information.	✓				
Contact information including telephone numbers, home addresses and e-mail addresses.	✓	✓	✓	✓	✓
Information about a child's home life, where required as part of necessary safeguarding and welfare processes.	✓				
Photographs, recorded images, CCTV images (not by consent) and biometric data by consent	✓		✓		
Employment History			✓	✓	
Education			✓	✓	✓
Qualifications			✓	✓	✓
Training activities			✓	✓	✓
Current level of remuneration			✓	✓	
Referee Information			✓	✓	✓
DBS related information			✓	✓	✓
Business Interest					✓

Appendix B

Third party data sharing list 2021 / 2022 (updated 11/03/2022)		
500 words competition	Kahoot	SERCO
All-in language software	Kerboodle	SISRA
All websites - cookies	Library management	Social workers
AQA	Lifespace	Sumdog
Arbor MIS	Local Government Authorities (LA's)	Teachers Pensions Scheme
Avon Educational services Ltd	Local Government Pension Scheme	Teachit
Bromsgrove & Redditch Trophies	Local Public Health Teams	Testwise
Careers & Enterprise Company	Looked After Call	Tour operators
Citizenship Foundation	Local newspapers (per agreed permissions)	Twinkle
Classcharts (Edukey Education Ltd)	MASH	Unifrog
Clicker 8	Mills Pyatt Chartered Accountants	Venture Outdoor
CLM	NCOP	Warwickshire attendance service
Companies House	NHS Track & Trace	Welfare Call
Community policing agencies	Nutrition Program	WJEC CBAC Ltd
CPD various training facilities	OCR	Work experience employer checks
CWLEP	Papercut	Zigzag Education
Cunninghams	Parellogram	
Department for Education	Parentpay	
Digital theatre +	Pearson Edexcel	
Duke of Edinburgh (The Awards Scheme)	PinPoint	
Edusites	Pinterest	
Exeant	Pixrl	
FLT	Poetry Competition	
Get Information About Schools website	Prospects	
GL assessment	Rise	
Google apps for education	RNIB bookshare	
HegartyMaths	School nurses	
iCloud	School Website	
iDEA.org.uk	Seneca learning	