

# Ebor Gardens and Victoria Primary Academies



## Privacy Notice – Staff and Pupils

<b>Policy updated:</b>	<b>September 2020</b>
<b>Adopted:</b>	<b>September 2020</b>
<b>Review date:</b>	<b>September 2022</b>

Victoria and Ebor Gardens Primary Academies are committed to providing a broad, balanced and effective education for all the children who attend our schools.

**The school workforce: those employed to teach, or otherwise engaged to work at, a school or a local authority**

**The Data Protection Act 1998: How we use your information**

We are the Data Controller for the purposes of the Data Protection Act.

We process personal data relating to those we employ to work at, or otherwise engage to work in our schools. This is for employment purposes to assist in the running of the academies and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- Wellspring Academy Trust
- the Department for Education (DfE)

If you require more information about how we and/or DfE store and use your personal data please visit:

- <http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what-the-department-does-with-school-workforce-data>

If you want to see a copy of information about you that we hold, please contact:

- Mrs Sam Bailey, Executive Principal; [s.bailey@wellspringacademies.org.uk](mailto:s.bailey@wellspringacademies.org.uk)

If you are unable to access these websites, please contact the DfE as follows:

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0370 000 2288.

## Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

- Mrs Sam Bailey, Executive Principal; [s.bailey@wellspringacademies.org.uk](mailto:s.bailey@wellspringacademies.org.uk)

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <https://www.leeds.gov.uk/privacy-and-data/service-privacy-notice/children-and-families-privacy/children-and-families-notice> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the DfE as follows:

- Ministerial and Public Communications Division  
Department for Education  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
Website: <https://www.gov.uk/government/organisations/department-for-education>

Telephone: 0370 000 2288

## **Privacy Notice - Data Protection Act 1998: Children in Need or looked after by the Local Authority - How we use your information**

We collect and process information about children in our care and children to whom we provide services. We use this personal data to:

- Support these children and monitor their progress;
- Provide them with pastoral care; and
- Assess the quality of our services.

We are required, by law, to pass on some of this information to the Department for education (DfE) which uses it to develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice. Under certain conditions, DfE may share some of the information we provide to them with third parties (e.g. for the purpose of research). Any such sharing by DfE is strictly controlled and in compliance with the Data Protection Act 1998.

In addition to the information held by the local authority, social workers, in the course of undertaking assessments of children's needs, may seek information about families as appropriate from other agencies such as health services, probation services and voluntary sector agencies and from other publicly available sources such as social networking sites. On most occasions, the information will be sought with the consent of the individuals involved. However, there will be situations where there is a need to protect children, when information could be sought without consent.

If you require more information about how we and/or the DfE use this information please go to the following websites:

<https://www.leeds.gov.uk/privacy-and-data/service-privacy-notice/children-and-families-privacy/children-and-families-notice> and

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold or if you are unable to access these websites please contact the LA or DfE as follows:

Leeds City Council  
Merrion House  
110 Merrion Way  
Leeds  
LS2 8BB  
email: [DPO@leeds.gov.uk](mailto:DPO@leeds.gov.uk)

Ministerial and Public Communications Division  
Department for Education  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
Website: <https://www.gov.uk/government/organisations/department-for-education>

Telephone: 0370 000 2288