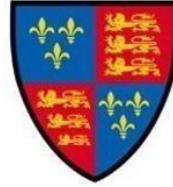




**KING EDWARD VI  
FOUNDATION  
BIRMINGHAM**

*Educational excellence for our City*



**KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM**

## Privacy Notice for Pupils

<b>Responsible Board</b>	Academy Trust Board and Foundation Board
<b>Policy Type</b>	Central (Group A)
<b>Policy Owner</b>	Risk and Compliance
<b>Statutory</b>	Yes
<b>Publish Online</b>	Yes
<b>Last Review Date</b>	December 2024
<b>Review Cycle</b>	Annual  This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
<b>Next Review Date</b>	December 2025
<b>Version</b>	2

## 1. Privacy Notice (How we use pupil information)

- 1.1. The Schools of King Edward VI in Birmingham (the 'Foundation') and the King Edward VI Academy Trust Birmingham (the 'Academy Trust') collect and use certain types of personal information about staff, pupils, parents, and other individuals who encounter the Foundation and Academy Trust in order to provide education and associated functions. Both entities are legally required to collect and use certain types of information to comply with statutory obligations related to employment, education, and safeguarding. This privacy notice details how your personal information is dealt with properly and securely and in accordance with the General Data Protection Regulation ('GDPR') 2018, the Data Protection Act 2018, and other related legislation.

## 2. Definitions

Term	Definition
Personal data	Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified.
Special category data	These include data about ethnic origin, political opinions, religious or similar beliefs, trade union membership, health, sex life, criminal proceedings or convictions, and genetic or biometric data.
Processing	Obtaining, recording, or holding data.
Data subject	The person whose personal data is held or processed.
Data controller	A person or organisation that determines the purposes for which and how personal data is processed.
Data processor	A person other than an employee of the data controller who processes the data on behalf of the data controller.

## 3. The data we collect and how it is used

- 3.1. We will comply with data protection law. This states that the personal data we hold about you must be:

- Used lawfully, fairly, and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

3.2. The data we collect includes:

- Personal identifiers and contacts (such as name, unique pupil number, contact details, and address).
- Characteristics (such as ethnicity, language, and free school meal eligibility).
- Safeguarding information (such as court orders and professional involvement).
- Special educational needs (including the needs and ranking).
- Medical and administration (such as doctors' information, child health, dental health, allergies, medication, and dietary requirements).
- Attendance (such as sessions attended, number of absences, absence reasons, and any previous schools attended).
- Assessment and attainment (such as Key Stage 1 and phonics results, post-16 courses enrolled for and any relevant results).
- Behavioural information (such as exclusions and any relevant alternative provision put in place).
- Biometric data (including fingerprints for the use of access to specific services within the school).

3.3. Pupil data is essential for the schools' operational use. Whilst most of the pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the data protection legislation, we will inform you at the point of collection whether you are required to provide certain pupil information to us or if you have a choice in this.

3.4. We collect pupil information via:

- Admissions and acceptance forms. For grammar schools, we will receive information about you from your entrance exam application.
- You, your teachers, and other pupils may also provide information once you are a pupil.
- Your old school will provide the information they hold.
- From doctors and other professionals where this is required.
- Local authority and/or the Department for Education ('DfE') may provide us with 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.

3.5. We use this personal data to:

- Support pupil learning.
- Monitor and report on pupil progress.
- Provide appropriate care for pupils.
- Assess the quality of our services.
- To comply with laws about sharing personal data.

3.6. We will not usually need your consent to use your information. However, if at any time we would like to use your personal data in a way that means we need your consent, then we will explain to you what we want to do and ask you for consent.

#### **4. Sharing your information with others**

- 4.1. Once you reach the age of 13, the law requires us to pass on certain information to Birmingham City Council ('BCC'), which has responsibilities in relation to the education or training of 13–19-year-olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers to secure appropriate services for them. A parent/guardian can request that only their child's name, address, and date of birth be passed on to BCC by informing your school administrator. This right is transferred to the pupil once they reach the age of 16.
- 4.2. For more information about services for young people, please go to the local authority website:  
[https://www.birmingham.gov.uk/info/20014/schools\\_and\\_learning](https://www.birmingham.gov.uk/info/20014/schools_and_learning).
- 4.3. We will also share certain information about pupils aged 16+ with 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.
- 4.4. The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of these data collections, under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

- 4.5. 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.
- 4.6. For more information, please see Appendix 1, 'How the Government uses your data'.
- 4.7. Information will also be shared, when required, with:
- Your new school if you move schools
  - Disclosures connected with Special Educational Needs
  - School nurses and/or counsellors
  - CAMHS (Child and Adolescent Mental Health Service)
  - Emergency Services
- 4.8. We will also disclose your personal data to a range of suppliers to support your learning and communication within the school. The specific supplier may change, but they broadly cover:
- Examination boards
  - Suppliers of online resources
  - Communication and organisation systems
- 4.9. The information disclosed to these people/services will usually only include the key information required for your use of the systems, the exception being the examination boards where sensitive information may be disclosed, e.g. your medical details and any special educational needs or disabilities you have which require specific arrangements to be made for your examinations.
- 4.10. Information is not usually shared outside of the United Kingdom. However, if this is required, then it will be in accordance with the relevant regulations and with the consent of the pupil and/or parent/guardian.
- 4.11 Biometric data  
Biometric data means personal information resulting from specific technical processing relating to the individual's physical, psychological, or behavioural characteristics, which allow or confirm the unique identification of that person, such as facial images, voice recognition or fingerprints. For the use of biometric data, we have undertaken a Data Protection Impact Assessment to ensure that any potential risks have been identified and mitigated.

We use fingerprints to receive school meals, add money to food accounts, access photocopying accounts, and use school library services. This information is stored for as long as it is needed (i.e., until you leave the school or withdraw your consent) and is processed under the lawful basis of consent.

For further information regarding how we process biometric data, please contact: [riskandcompliance@kevibham.org](mailto:riskandcompliance@kevibham.org) or speak to someone in the school.

## 5. Your rights and DPO details

- 5.1. Under data protection legislation, you have the right to request access to information that we hold. To request your personal information or to be given access to your

educational record, contact: [riskandcompliance@kevibham.org](mailto:riskandcompliance@kevibham.org) or [speak to someone in school](#).

- 5.2. While your parent/guardian has a right of access to behaviour and educational information, at the age of 13, you gain the rights of the data subject. As such, requests for personal information outside of this will require your consent once you are 13.
- 5.3. You also have the right:
  - To ask us for access to information about you that we hold.
  - To have your personal data rectified if it is inaccurate or incomplete.
  - To request the deletion or removal of personal data where there is no compelling reason for its continued processing.
  - To restrict our processing of your personal data (i.e., permitting its storage but no further processing).
  - To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
  - Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- 5.4. If you have a concern or complaint 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/>.
- 5.5. Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind or you are unhappy with our use of your personal data, please let us know by contacting: [riskandcompliance@kevibham.org](mailto:riskandcompliance@kevibham.org)
- 5.6. Further information on your data rights and how long we retain your information can be found in our Data Protection Policy and Procedures.
- 5.7. If you would like to discuss anything in this privacy notice, please contact the Risk and Compliance Team via: [riskandcompliance@kevibham.org](mailto:riskandcompliance@kevibham.org)
- 5.8. Our Data Protection Officer is GDPR Sentry Limited, Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire, LS23 7FG.

### **Appendix 1: How the Government uses your data**

#### **The pupil data that we lawfully share with the DfE through data collection:**

- Underpins school funding, which is calculated based on the number of children and their characteristics in each school.
- Informs 'short-term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- Supports 'longer term' research and monitoring of educational policy (for example, how certain subject choices go on to affect education or earnings beyond school).

#### **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/datacollectionand-censuses-for-schools>.

## **The National Pupil Database (NPD):**

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research and 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. To find out more about the NPD, go to: <https://www.gov.uk/government/publications/national-pupil-database-userguideandsupporting-information>.

## **Sharing by the Department:**

The law allows the Department to share pupils' personal data with certain third parties, including:

- Schools and local authorities.
- Researchers.
- Organisations connected with promoting the education or wellbeing of children in England.
- Other government departments and agencies.
- Organisations fighting or identifying crime.

For more information about the Department's NPD data-sharing process, please visit:

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual-level information relevant to detecting that crime.

For information about which organisations the Department has provided pupil information (and for which project) or to access a monthly breakdown of data share volumes with the Home Office and the Police, please visit the following website:

<https://www.gov.uk/government/publications/dfeexternaldata-shares>.

## **How to find out what personal information DfE hold about you:**

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- If they are processing your personal data.
- For a description of the data they hold about you.
- The reasons they're holding it and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter, which is published at the address below:

<https://www.gov.uk/government/organisations/departmentforeducation/about/personalinformation-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>.