EMMANUEL SCHOOLS FOUNDATION

PRIVACY NOTICE FOR STUDENTS

Data Controller: Emmanuel Schools Foundation, Trinity House, Sixth Avenue, Blyth, NE24 2SY

Data Protection Officer: Christine Taylor, ESF, Trinity House, Sixth Avenue, Blyth, NE24 2SY

Emmanuel Schools Foundation (the "Foundation") collects and processes personal data relating to its students to appropriately discharge its responsibilities in relation to providing education services, duty of care and statutory obligations. The Foundation is committed to being transparent about how it collects and uses that data, and to meeting its data protection obligations.

Privacy Notice (How we use student information)

The categories of student information that we collect, hold and share include:

- Personal information (such as name, unique student number and address)
- Personal and contact details relating to parents, carers or guardians
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusions/behavioural information
- Post 16 learning information
- Photographs for the website, newspapers
- CCTV images

Why we collect and use this information

We use the student data to help run the school:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use student information under Article 6.1(c) relating to lawfulness of processing which is necessary for compliance with a legal obligation to which the controller (Emmanuel Schools Foundation) is subject, and Articles 6.1(f) relating to processing of data which is necessary for the purposes of a legitimate interest, such as attendance registers; and under Article 9.2(a) and 9.2(b) where data processed is classed as special category data and the student has given consent and it is necessary for carrying out obligations and exercising specific rights of the controller (Emmanuel Schools Foundation).

An example of data collection would be completing school censuses and phonics screening checks at key stage 1 and key state 2 assessments data. Further information can be found in the census guide documents on the following website **https://www.gov.uk/education/data-collection-and-censuses-for-schools**

Collecting student information

Whilst the majority of student 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 student information to us or if you have a choice in this.

Storing student data

We have a record management and retention policy and schedule which sets out how long we must keep information about students, a copy of which can be found on the school's website.

Who we share student information with

We routinely share student information with:

- schools that the student's attend after leaving us
- potential employers post 16
- our local authority
- the Department for Education (DfE)
- Emmanuel Schools Foundation board of trustees
- Nurse/NHS
- Parents, carers and guardians

Safeguarding your child

We may need to share information about your child with other organisations to keep them safe. Under the Data (Use and Access) Act 2025, 'safeguarding children or individuals at risk' is a recognised legitimate interest that allows us to process and share personal data when necessary.
This means we can share information with:

- Local authority children's social care
- The police
- Health services
- Other schools or educational settings
- Other safeguarding partners

We will only share information that is necessary and proportionate to protect your child or others from harm.

Why we share student information

We do not share information about our students with anyone without consent unless required to do so by law or our policies allow us to do so.

We are required to share students' data with the Department for Education (DfE) for statutory purposes. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

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.

Youth support services

Students aged 13+

Once our students reach the age of 13, we also pass student 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

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/student once he/she reaches the age 16.

Students aged 16+

We will also share certain information about students 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.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

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

The National Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides evidence on educational performance to inform independent research, as well as 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. All information is anonymised.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information.

The Department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the department has provided student information, (and for which project), please visit the following website: https://www.gov.uk/government/publications/national-student-database-requests-received

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

Requesting access to your personal data

Under data protection legislation, parents, carers and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer, Christine Taylor at ctaylor@esf-mail.org.uk

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, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

How to complain

If you or your parents/carers are worried about how we use your information, you can complain:

- **Email:** ctaylor@esf-mail.org.uk
- **Online form: Data Protection Complaint Form** located here Policies - Emmanuel Schools Foundation

We will respond to your complaint within 30 days. You can also complain to the Information Commissioner's Office (ICO) if you're not happy with our response.

What happens next

- We will acknowledge your complaint within 30 days
- We will investigate your concerns thoroughly
- We will keep you informed about progress
- We will tell you the outcome without undue delay

If you're not satisfied with our response, you can complain to the Information Commissioner's Office (ICO): www.ico.org.uk or 0303 123 1113.

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer, Christine Taylor at ctaylor@esf-mail.org.uk.

Should you require any further information the GDPR principles and a explanation of your rights can be found at https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/