

1. Who Will Own My Data Once I Submit It?

1.1. Weaver Trust.

2. Why Do You Need My Information?

2.1 We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment and progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections and safeguarding pupils

3. What Information Do You Process?

3.1 We process the following information:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free Weaver Trust 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 Weaver Trusts attended)
- assessment and attainment (such as key stage 1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- trips and activities
- catering and free Weaver Trust meal management

3.2 You can ask to see our Data Map and Data Asset Register.

4. What Allows You to Use My Information?

4.1 We collect and process pupil information as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation. The legislation and guidance that allows us to do this in the UK includes, but is not limited to:

- [The Education Pupil Registration \(England\) Regulations 2006](#)
- [Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)
- [Education Act 2002](#)
- [Education Act 2011](#)
- [Government Guidance on Weaver Trusts and Education](#)

5. What Are the Lawful Bases That Allow You to Use My Information?

5.1 Under the General Data Protection Regulation (UKGDPR), the lawful bases we rely on for processing pupil information are:

- Consent - the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- Contract - processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- Legal obligation - processing is necessary for compliance with a legal obligation to which the controller is subject;
- Vital interests - processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- Public task - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- Legitimate interest - processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

6. Who Will My Information Be Shared With?

6.1 We routinely share pupil information with:

- Weaver Trusts that the pupils attend after leaving us
- our local authority (Cheshire West and Chester)
- the Department for Education (DfE)

- 6.2 We may share information with colleagues in the NHS or the police. Please note we do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.
- 6.3 To find out more about the data collection requirements placed on us by the Department for Education (for example; via Weaver Trust census) go to the [Department for Education’s website](#). 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](#). We are required by law, to provide information about our pupils to the Department for Education as part of statutory data collections, such as Weaver Trust census and early years’ census. Some of this information is then stored in the National Pupil Database.
- 6.4 Visit the [National Pupil Database \(NPD\) website](#) for further information on the National Pupil Database. The Department for Education may share information about our pupils from the National Pupil Database 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
- 6.5 To be granted access to pupil 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 in compliance with the General Data Protection Regulation.
- 6.6 For more information about the department’s data sharing process, please visit the [Department of Education’s website](#).
- 6.7 The pupil data that we lawfully share with the DfE through data collections:
- underpins Weaver Trust funding, which is calculated based upon the numbers of children and their characteristics in each Weaver Trust.
 - informs ‘short term’ education policy monitoring and Weaver Trust accountability and intervention (for example, Weaver Trust 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 Weaver Trust)
- 7. Do I Have to Provide this Information and What Will Happen If I Don’t?**
- 7.1 The majority of pupil information you provide to us is mandatory as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation, when we collect data outside of this, we will rely on your consent to collect and store your personal data.

8. How Long Will You Keep This Data for and Why?

8.1 We hold pupil data for exclusions, education welfare, SEN, attendance until the child transfers to another Weaver Trust. We then pass this record on. The Local Authority guides us on how long data needs to be retained and you can ask us if you want to see our Data Retention Policy.

9. What Rights Do I Have When It Comes to My Data?

9.1 Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you. To make a request for your personal information, or be given access to your child's educational record, contact Phil Atkinson, phil.atkinson@weavertrust.org

9.2 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.

10. Who Can I Complain to If I Am Unhappy About How My Data is Used?

10.1 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.

10.2 Please contact: Phil Atkinson, phil.atkinson@weavertrust.org Tel: 01606 74784

10.3 If you prefer, you may contact Weaver Trust's Independent Data Protection Officer direct at:

- Philip Crilly
Impero
Seventh Floor, East West,
Tollhouse Hill,
Nottingham
NG1 5FS
Email: gdpr@imperosoftware.com

10.4 You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](https://ico.org.uk/)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45's

11. Will This Information Be Used to Take Automated Decisions About Me?

11.1 No.

12. Will My Data Be Transferred Abroad and Why?

12.1 No.

13. Glossary - Explaining the Language Around Data Protection Term

<u>Term</u>	<u>Description</u>	<u>Example</u>
Data subject	The person that the data relates to.	John Smith the pupil. Jane Smith the teacher.
Data item	A single piece of information about a data subject.	“Ethnicity = white British” “Attendance = 97%”
Data item group	A group of data items that are typically captured about the same activity or business process in Weaver Trust. These are also sometimes called data elements or data scope within the data community/sharing agreements Weaver Trusts have with suppliers.	Behaviour management, or catering.
System	A piece of software, computer package or manually managed asset that supports the administration of one or more areas of Weaver Trust life.	Capita SIMS, ParentPay, MyMaths.
System group	An umbrella term to describe the areas of Weaver Trust administration where systems that contain personal level data typically reside.	Core MIS, payments, curriculum tools.
Personal data	Information relating to a natural identifiable person, whether directly or indirectly	John Smith was born on 01/01/1990. The head teacher’s salary is £60,000.
Special Category Data	These are highly sensitive pieces of information about people. They are important because under UKGDPR they are afforded extra protection in terms of the reasons you need to have to access and process that information. In education, it would also be best practice to treat things like FSM, SEN, and CIN/CLA status as special category data.	Tightly defined as data relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, health, trade-union membership, and health or sex life. Data relating to criminal offences is also afforded similar special protection.
(Data) Controller	The organisation who (either alone or in common with other people) determine the purpose for which, and the manner in which data are processed.	A Weaver Trust is often the data controller, sometimes a joint controller with the LA or DfE.

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(Data) Processor	A person or organisation who process data on behalf of and on the orders of a controller.	A catering supplier Weaver Trust uses.
Data audit/data asset register	The assessment of data and its quality, for a specific purpose. Other terms you might hear are data map or information asset log. In this context, we simply want the list of personal data assets that we hold, from which we can go on to place further important information alongside.	
Lawful basis and conditions for processing	These are the specific reasons, set out in law, for which you can process personal data. There is one list for personal data (lawful basis article 6) and another list for processing special category data (article 9).	“The processing is necessary for administering justice, or for exercising statutory or governmental functions.” Read the full list.
Data breach	A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.	Sending a list of pupil names, attainment marks and dates of births to the wrong Weaver Trust.
Automated decision making/profiling	This is when machines/software apply rules to data and determine something about someone based on purely applying those rules. Typically it is the significance of the decision which drives the caution and concern here. Read further information.	“Anyone recorded as attendance >99% will get a voucher for X”