



Wellspring Academy Trust & Elements Primary School Privacy Notice –Pupil/Parents/Carers

1. Scope

- 1.1. Under data protection law, individuals have a right to be informed about how the Trust or its Academies uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data. This privacy notice explains how we collect and use personal data about pupils and their families, in line with the requirements of GDPR (General Data Protection Regulation).

2. Responsibilities

- 2.1. The Trust Data Protection Officer is responsible for ensuring that this notice is made available to data subjects prior to Wellspring Academy Trust and its Academies collecting/processing their personal data.
- 2.2. Wellspring Academy Trust and its Academies who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and where necessary their consent to the processing of their data is secured.
- 2.3. The personal data collected is essential, in order for the Trust and its Academies to fulfil its official functions and meet legal requirements.

3. Privacy Notice

3.1. Who are we?

Wellspring Academy Trust is a Multi Academy Trust that operates across Yorkshire, Humber and Lincolnshire. Our group encompasses provision across Primary, Secondary, Alternative and Special sector areas.

3.2. Key Contact?

Data Protection Officer: Jonny Wathen (CIO)
Email: privacy@wellspringacademies.org.uk
Telephone: 01226 720742

3.3. The categories of personal data that we collect, process, hold and share 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 physical and mental health, dental health, allergies, medication, and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons, exclusions 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)
- Identity management (such as photographic ID, catering and free school meal management including biometric fingerprint payment systems)
- Photographs and Video (such as Assessment purposes, Entry Management Systems and Security inc CCTV images)
- We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

3.4. **The personal data we collect will be used for the following purposes:**

- To support pupil learning
- To monitor and report on pupil attainment progress, progression and destinations
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe and protect welfare (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us for DfE data collections
- To carry out research
- To comply with the law regarding data sharing
- To quality assurance services
- To manage compliments and complaints

3.5. **Data sharing**

We sometimes need to share the personal information we process with the individual themselves, and also with other organisations. Where this is necessary we are required to comply with all aspects of the GDPR. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- Local authorities – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- Regulators (such as Ofsted)
- The pupil’s family and representatives
- Professional advisers
- Educators and examining bodies
- Healthcare, social and welfare organisations
- Suppliers and service providers – to enable them to provide the service we have contracted them for

- Financial organisations
- Survey and research organisations
- Local and central government
- Security organisations
- Police forces, prison and probation services, courts and tribunals
- Information System Providers (such as Management Information Systems, Virtual Learning Environments and Third Party e-learning Applications, Catering Services Systems).

We do not share information about pupils with any third party without consent unless the law and our policy allow us to do so.

3.6. **The lawful basis for processing personal data we rely on a**

Wellspring Academy Trust and its Academies only collect and use pupil's personal data when the law allows. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individuals vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify the Trust's use of your data.

3.7. **Storage and Retention of Data**

Wellspring Academy Trust and its Academies will keep personal information about pupils while they are attending the Academy. It may also be kept beyond their attendance at an Academy if this is necessary in order to comply with our legal obligations. The retention period for different classifications of personal data has been established in line with information management guidelines. Please refer to the Trust Data Retention, Storage & Disposal Policy for data retention periods.

3.8. **Parents/Carers and Pupils' rights as a data subject**

Individuals have a right to make a subject access request to gain access to personal information that the Trust holds about them.

Parents/Carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data, or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long it will be kept for
- Explain where we got it from, if not you or your child
- Tell you who it has been, or will be, shared with
- Give you a copy of the information in an intelligible form
- Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

3.9. Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights please contact our Data Protection Officer.

3.10. Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Wellspring Academy Trust and its Academies or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Wellspring Academy Trust and its Academies data protection representatives Data Protection Officer.

The details for each of these contacts are:

	Supervisory authority contact details	DPO contact details
Contact Name:	https://ico.org.uk/concerns	Jonny Wathen
Address Line 1:		Wellspring Academy Trust
Address Line 2:		Digital Media Centre
Address Line 3:		County Way
Address Line 4:		Barnsley
Address Line 5:		S70 2JW
Email:		privacy@wekkspringacademies.org.uk

Phone:	0303 123 1113	01226 720 742
--------	---------------	---------------