



## FAIR PROCESSING NOTICE (PRIVACY NOTICE)

for Pupils, Parents, Employees, Trustees, Governors and Visitors

Policy Reference No	FPN
Reviewed	Spring 2024
We may need to update this Privacy Notice periodically, so we recommend that you revisit this information from time to time.	

**FLOURISHING FUTURES**  
Empower, Excel, Together



# Change Log

Date	Changes to Policy
Spring 2024	Prospective & Current Employees updated/added: <i>Type of Information collected:</i> Job titles, training records and professional membership, relationship with an employee of the Trust or a member of the Board of Trustees and Disciplinary Action Online Search maybe conducted, and data received from other organisations may be held Why the data is collected and who this is shared with – members of the HR and recruitment team, shortlisting and interview panel members How we use the information: to support reasonable adjustments for candidates who have a disability, equal opportunities monitoring, Trust is obliged to seek information about criminal convictions and the Trust will not use your data for any purpose other than recruitment exercise. Added: What if you do not provide personal data? How we store your personnel data; added storage unit
Autumn 2023	Under Perspective and Current Employees added: <i>We may choose to conduct an online search as part of the application process.</i> Updated Contact details Removed Third-Party Processers list Added staff photographs (page 6) Added process information about whether or not applicants are disabled. Added under CCTV recordings: photos and video recordings (page 4) Added: Photos and videos of participation in academy activities (Trustees and Governors page 8)
Spring 2022	Created sections for Pupils, Parents, Employees, Trustees and Governors, and Visitors and added further detail using DfE model notices. Updated Third-Party Processors

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## Our contact details

The Learning Academy Partnership (South West) is the Data Controller for the use of personal data in this Privacy Notice.

**Address:** Suite 4 Zealley House, Greenhill Way, Kingsteignton, TQ12 3SB

**Telephone:** 01626 248800

**Email:** [partners@lapsw.org](mailto:partners@lapsw.org)

**Website:** [www.lapsw.co.uk](http://www.lapsw.co.uk)

**Information Commissioner's Office Registration Number:** ZA237570

# Pupils and Parents

## The type of information we collect.

We may collect the following types of personal information (please note these lists do not include every type of personal information and may be updated from time to time):

- 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)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- catering and free school meals management
- trips and activities (permission and attendance)
- identity management/authentication
- personal characteristics, such as nationality and ethnic group; religion; first-language; any relevant protected characteristics.
- CCTV footage (where applicable), photos and video recordings

We may also collect the following Special Category data:

- racial or ethnic origin;
- political opinions; religious or philosophical beliefs or trade union membership;
- genetic or biometric data that uniquely identifies you;
- data concerning your health, sex life or sexual orientation.

We do not process any special categories of personal information except where necessary for reasons of substantial public interest in complying with legal obligations including under the Equality Act 2010 or where necessary to protect the vital interests of the Data Subject or of another natural person and where safeguards are in place to ensure that this personal information is kept secure. For the avoidance of doubt, where special categories of personal information are collected it shall not be used for the purposes of automated decision making and/or profiling.

## How we get personal information and why we have it

Most of the personal information we process is provided to us directly by you, for example through:

- School admissions application/registration forms
- Common Transfer Files (CTF) when a pupil transfer from another nursery or school

The personal data collected is essential for us to fulfil our official functions and meet legal requirements. Whilst most of the personal information we collect is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR and data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this, and we will tell you what to do if you do not want to share this information with us.

We use the information that you have given us to:

- to support our pupils' learning: we will process personal information to help every child achieve his or her potential in all areas of learning and to promote excellence in our teaching and learning environment.
- monitor and report on their progress: we will process personal information to record pupils' progress to help set and monitor targets and boost achievements and aspirations of all pupils.
- provide appropriate pastoral care: we will process personal information to ensure that all pupils are properly supported in their time with us, and to help employees understand and respond to the unique circumstances of all pupils.
- assess the quality of our services: we will process personal information so that we may reflect on our own practices to help us improve and provide the highest quality education that we can to all pupils.
- to ensure proper management of school trips and afterschool clubs and activities: when pupils and parents participate in school trips and afterschool clubs and activities personal information will need to be processed.
- to promote and protect health and safety: in order to protect pupils in their involvement at the Trust, we must process personal information relating to matters such as incidents and responses to incidents, as well as food allergies and emergency contact details.
- to safeguard all children, ensuring they can learn and work in an environment where they are safe and free from harm.

- to meet the statutory duties placed on us by government, including the Department for Education

Personal information will be accessible by members of staff. Where necessary, volunteers, trustees and local committees will also have access to personal data.

Under the UK General Data Protection Regulations (UK GDPR), the **lawful bases** we rely on for processing this information are:

- a) We have a legal obligation:** We must collect and process personal information to provide education in accordance with statute law (such as the Education Act 1996 and other legislation), our funding agreements with the Secretary of State, our memorandum and articles of association and other guidance provided for in law.
- b) We need it to perform a public task:** We process personal information where processing is necessary for the performance of tasks carried out in the public interest. It is in the public interest to provide educational services to our pupils and to offer extra-curricular activities such as reading sessions and afterschool clubs to benefit the personal and academic growth of our pupils. It is in the public interest to ensure that the security of our pupils, employees, visitors, buildings and their contents are maintained at all times and that we maintain logs of individuals in the building to comply with health and safety obligations.
- c) We have a contractual obligation:** We collect and process personal information for the purposes of relevant contracts for the provision of services which are paid for. This may include but is not limited to the provision of music tuition; school trips; entering students for examinations.
- d) Your consent.** Personal information, including special categories, may be collected and/or processed where consent has been given (for example, pupil photographs for non-educational purposes). You can remove your consent at any time, and you can do this by contacting the school/Trust office.

## How we store your personal information

Paper copies are securely stored at the Trust schools and offices, for example, in secure filing cabinets. Electronic copies are securely stored on Trust servers and information will only be processed where we are satisfied that it is reasonably secure.

We will only keep information for as long as is necessary to achieve the purposes for which they were originally collected.

As a rule, personal information will be kept for the entire period that a child is a pupil at the Trust, or an employee is employed at the Trust. Other records (for example, safeguarding or in relation to special educational needs) will be kept for longer in accordance with our Records Management and Retention Policy. Further information on retention periods can be obtained by contacting us via the details above.

Once the retention period concludes the information is securely and safely destroyed/ deleted.

## Who we will share information with

We routinely share information with schools, the Local Authority and the Department for Education (DfE).

We will not share information with third parties without consent unless we are required to do so by law or our policies. This may include the Local Authority, the Department for Education (DfE), the Police and other organisations where necessary; for example, for the purposes of organising a school trip or otherwise enabling students to access services or for the purposes of examination entry. Information may also be sent to other schools where necessary; for example, schools that pupils attend after leaving us.

We may share personal information with third-party suppliers to enable them to process data on our behalf. We ensure these third-party suppliers are compliant with Data Protection laws and specify their obligations in written contracts.

### Local Authority

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the [Schools Admission Code](#), including conducting Fair Access Panels.

### Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. 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 those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. 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](#).

For more information about how the DfE uses this information, please see Appendix 1.

# Prospective and Current Employees

## The type of information we collect.

We may collect the following types of personal information (please note these lists do not include every type of personal information and may be updated from time to time):

- personal information (such as DOB, name, address, contact details, employee or teacher number, national insurance number, next of kin)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as right to work, references, start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- relevant medical information
- work history including job titles, training records and professional membership.
- qualifications (and, where relevant, subjects taught)
- performance data
- remuneration details (including salary, national insurance and other financial details)
- bank details
- CCTV footage (where applicable)
- DBS information
- Photograph for the purpose of identifying key people to our academy community. This can include use of a photo on display boards, our website, social media or other promotional materials.
- Do you have a personal relationship with an employee of the Trust or a member of the Board of Trustees
- Disciplinary action

We may also collect the following Special Category data:

- racial or ethnic origin;
- political opinions; religious or philosophical beliefs or trade union membership;
- genetic or biometric data that uniquely identifies you;
- data concerning your health, sex life or sexual orientation.
- May process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability.

We may choose to conduct an online search as part of the application process.

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences. We may also hold data about you that we have received from other organisations, including other schools/academies and social services, and the Disclosure and Barring Service in respect of criminal offence data.

We do not process any special categories of personal information except where necessary for reasons of substantial public interest in complying with legal obligations including under the Equality Act 2010 or where necessary to protect the vital interests of the Data Subject or of another natural person and where safeguards are in place to ensure that this personal information is kept secure. For the avoidance of doubt, where special categories of personal information are collected it shall not be used for the purposes of automated decision making and/or profiling.

## How we get personal information and why we have it

Most of the personal information we process is provided to us directly by you, for example through:

- Application forms
- Contract forms

The personal data collected is essential for us to fulfil our official functions and meet legal requirements. Whilst most of the personal information we collect is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR and data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this, and we will tell you what to do if you do not want to share this information with us.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, shortlisting and interview panel members involved in the recruitment process (this may include external panel members), and IT staff if access to the data is necessary for the performance of their roles.

We use the information that you have given us to:

- to promote and protect health and safety: in order to protect employees in their involvement at the Trust, we must process personal information relating to matters such as incidents and responses to incidents, as well as food allergies and emergency contact details.
- to enable individuals to be paid: to assist in the running of the Trust and to enable individuals to be paid, we will process personal information of those employed by the Trust.
- to assist with the continuing development of our recruitment and retention policies and practices: to enable us to better our recruitment and retention policies and practices, we will process personal information of those currently employed by the Trust.
- to develop our understanding of our workforce and how employees are deployed: to help us create a fully informed, comprehensive picture of the make-up of our workforce and how each employee is utilised as a member of our workforce, we will process personal information of those employed by the Trust.
- to safeguard all employees, ensuring they can learn and work in an environment where they are safe and free from harm.
- to keep a log of visitors in the building and issue visitor passes.
- to meet the statutory duties placed on us by government, including the Department for Education
- The Trust may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.
- Where the Trust processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes.
- For some roles, the Trust is obliged to seek information about criminal convictions and offences. Where the Trust seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.
- The Trust will not use your data for any purpose other than the recruitment exercise for which you have applied.

Under the UK General Data Protection Regulations (UK GDPR), the **lawful bases** we rely on for processing this information are:

- a) We have a legal obligation:** We must collect and process personal information to provide education in accordance with statute law (such as the Education Act 1996 and other legislation), our funding agreements with the Secretary of State, our memorandum and articles of association and other guidance provided for in law.
- b) We need it to perform a public task:** We process personal information where processing is necessary for the performance of tasks carried out in the public interest. It is in the public interest to ensure that the security of our pupils, employees, visitors, buildings and their contents are maintained at all times and that we maintain logs of individuals in the building to comply with health and safety obligations.
- c) We have a contractual obligation:** We collect and process employees' personal information which is necessary for the performance of a contract of employment to which the Data Subject is party, or to take steps at the request of the Data Subject prior to entering a contract.
- d) Your consent.** Personal information, including special categories, may be collected and/or processed where consent has been given (for example, employee photographs for non-educational purposes). You can remove your consent at any time, and you can do this by contacting the school/Trust office.

#### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the school during the recruitment process. However, if you do not provide the information, the school may not be able to process your application properly or at all. Whenever we seek to collect information from you, we make it clear whether you must provide this information for us to process your application (and if so, what the possible consequences are of not complying), or whether you have a choice. Most of the data we hold about you will come from you, but we may also hold data about you from:

- local authorities
- government departments or agencies
- police forces, courts, tribunals

## How we store your personal information

Paper copies are securely stored at the Trust schools, offices and storage unit; for example, in secure filing cabinets. Electronic copies are securely stored on Trust servers and information will only be processed where we are satisfied that it is reasonably secure.

We will only keep information for as long as is necessary to achieve the purposes for which they were originally collected. As a rule, personal information will be kept for the entire period that an employee is employed at the Trust plus 6 years, or for 6 months after the date of appointment for unsuccessful candidates. Other records may be kept for longer in accordance

with our Records Management and Retention Policy. Further information on retention periods can be obtained by contacting us via the details above.

Once the retention period concludes the information is securely and safely destroyed/ deleted.

## Who we will share information with

We routinely share information with the Local Authority, the Department for Education (DfE) and the Disclosure and Barring Service

We will not share information with third parties without consent unless we are required to do so by law or our policies. This may include the Local Authority, the Department for Education (DfE), the Police and other organisations where necessary.

We may share personal information with third-party suppliers to enable them to process data on our behalf. We ensure these third-party suppliers are compliant with Data Protection laws and specify their obligations in written contracts. See Appendix 1 for a current list of our third-party suppliers.

### Local Authority

We are required to share information about our employees with our Local Authority under section 5 of the Education (Supply of Information about the School Workforces) (England) Regulations and amendments.

### Department for Education

We are required to share information about our employees with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. 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](#).

For more information about how the DfE uses this information, please see Appendix 1.

- where relevant and as required for some posts, the Teacher Regulation Authority checks.

### Disclosure and Barring Service

All employees are required to have an enhanced criminal records certificate from the DBS. Further details on DBS checks and Section 128 checks in schools are within the statutory guidance Keeping Children Safe in Education (KCSIE).

## Trustees and Governors

### The type of information we collect

We may collect the following types of personal information (please note these lists do not include every type of personal information and may be updated from time to time):

- personal identifiers, contacts and characteristics (such as name, date of birth, address, contact details and postcode)
- governance details (such as role, start and end dates and governor ID in GIAS)
- qualifications, skills, previous and current employment
- DBS information
- Photos for badges and website and may take photos and videos of participation in academy activities

### How we get personal information and why we have it

Most of the personal information we process is provided to us directly by you, for example through:

- Trustee/Governor expression of interest / new starter / declaration forms

The personal data collected is essential for us to fulfil our official functions and meet legal requirements. Whilst most of the personal information we collect is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR and data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this, and we will tell you what to do if you do not want to share this information with us.

We use the information that you have given us to:

- to enable the development of a comprehensive picture of governance and how it is deployed

- to enable appropriate checks to be completed.
- to enable individuals to be kept informed of governance training, book training and relevant information.
- to meet the statutory duties placed on us by government, including the Department for Education

Personal information will be accessible by members of staff. Where necessary, volunteers, trustees and local committees will also have access to personal data.

Under the UK General Data Protection Regulations (UK GDPR), the **lawful bases** we rely on for processing this information are:

- a) **We have a legal obligation:** We must collect and process personal information to provide education in accordance with statute law (such as the Education Act 1996 and other legislation), our funding agreements with the Secretary of State, our memorandum and articles of association and other guidance provided for in law. Further to section 538 of the Education Act 1996, governing boards must provide information they hold about their governors and governance arrangements to the Secretary of State for Education through Get Information About Schools, (GIAS). Under The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016 it is a requirement for all governors to have an enhanced DBS check. The Constitution of Governing Bodies of Maintained Schools Statutory Guidance, August 2017, stipulates that governor and associate member information is published on the school website; (name, category of governor, term of office, appointed by, any office held [such as chair, vice-chair, safeguarding lead], summary of relevant business interests, and attendance at meetings).
- b) **We need it to perform a public task:** We process personal information where processing is necessary for the performance of tasks carried out in the public interest. It is in the public interest to ensure that the security of our pupils, employees, visitors, buildings and their contents are maintained at all times and that we maintain logs of individuals in the building to comply with health and safety obligations.
- c) **Your consent.** Personal information, including special categories, may be collected and/or processed where consent has been given (for example, Trustee/Governor photographs for non-educational purposes). You can remove your consent at any time, and you can do this by contacting the school/Trust office.

## How we store your personal information

Paper copies are securely stored at the Trust schools and offices; for example, in secure filing cabinets. Electronic copies are securely stored on Trust servers and information will only be processed where we are satisfied that it is reasonably secure.

We will only keep information for as long as is necessary to achieve the purposes for which they were originally collected. We hold governor, associate member and clerk data for the length of time that the individual serves or until they resign plus 12 months. The school website must include stipulated information governors and associate members who have served in the last 12 months; (name, category of governor, term of office, appointed by, any office held (such as chair, vice-chair, safeguarding lead), summary of relevant business interests, attendance at meetings).

Other records may be kept for longer in accordance with our Records Management and Retention Policy. Further information on retention periods can be obtained by contacting us via the details above.

Once the retention period concludes the information is securely and safely destroyed/ deleted.

## Who we will share information with

We routinely share information with schools, the Local Authority, the Department for Education (DfE) and the Disclosure and Barring Service

We will not share information with third parties without consent unless we are required to do so by law or our policies. This may include the Local Authority, the Department for Education (DfE), the Police and other organisations where necessary.

We may share personal information with third-party suppliers to enable them to process data on our behalf. We ensure these third-party suppliers are compliant with Data Protection laws and specify their obligations in written contracts. See Appendix 1 for a current list of our third-party suppliers.

### Local Authority

We are required to share appointment and resignation information about **Trustees and Governors** with the Local Authority for inclusion on the governance database. As a Trust which subscribes to the Babcock Governance Consultancy Team we share information for booking training and accessing support services.

### Department for Education

We are required to share information about individuals in **governance** roles with the Department for Education (DfE), under the requirements set out in the Academies Trust Handbook. All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information about how the DfE uses this information, please see Appendix 1.

### Disclosure and Barring Service

All Trustees and Governors are required to have an enhanced criminal records certificate from the DBS. Further details on DBS checks and Section 128 checks in schools are within the statutory guidance Keeping Children Safe in Education (KCSIE).

# Visitors

## The type of information we collect

We may collect the following types of personal information (please note these lists do not include every type of personal information and may be updated from time to time):

- personal identifier (name)
- Information relating to your visit (such as company name, arrival and departure time, car registration, make and model, where applicable)
- CCTV images captured in school (where applicable)
- DBS information

## How we get personal information and why we have it

Most of the personal information we process is provided to us directly by you, for example through:

- Signing in at reception

The personal data collected is essential for us to fulfil our official functions and meet legal requirements. Whilst most of the personal information we collect is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR and data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this, and we will tell you what to do if you do not want to share this information with us.

We use the information that you have given us to:

- to safeguard all children and employees, ensuring they can learn and work in an environment where they are safe and free from harm.
- to keep a log of visitors in the building and issue visitor passes.

Personal information will be accessible by members of staff. Where necessary, volunteers, trustees and local committees will also have access to personal data.

Under the UK General Data Protection Regulations (UK GDPR), the **lawful bases** we rely on for processing this information are:

- a) We have a legal obligation:** We must collect and process personal information to provide education in accordance with statute law (such as the Education Act 1996 and other legislation), our funding agreements with the Secretary of State, our memorandum and articles of association and other guidance provided for in law.
- b) We need it to perform a public task:** We process personal information where processing is necessary for the performance of tasks carried out in the public interest. It is in the public interest to provide educational services to our pupils and to offer extra-curricular activities such as reading sessions and afterschool clubs to benefit the personal and academic growth of our pupils. It is in the public interest to ensure that the security of our pupils, employees, visitors, buildings and their contents are maintained at all times and that we maintain logs of individuals in the building to comply with health and safety obligations.

## How we store your personal information

Paper copies are securely stored at the Trust schools and offices; for example, in secure filing cabinets. Electronic copies are securely stored on Trust servers and information will only be processed where we are satisfied that it is reasonably secure.

We will only keep information for as long as is necessary to achieve the purposes for which they were originally collected, as outlined in our Records Management and Retention Policy. Further information on retention periods can be obtained by contacting us via the details above. Once the retention period concludes the information is securely and safely destroyed/deleted.

## Who we will share information with

We will not share information with third parties without consent unless we are required to do so by law or our policies. This may include the Local Authority, the Department for Education (DfE), the Police and other organisations where necessary.

We may share personal information with third-party suppliers to enable them to process data on our behalf. We ensure these third-party suppliers are compliant with Data Protection laws and specify their obligations in written contracts. See Appendix 1 for a current list of our third-party suppliers.

# Requesting access to your personal data

Under UK GDPR and data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information. This right is not absolute and only applies in certain circumstances.
- **Your right to restrict processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. Please contact us via the school office or you can contact our Data Protection Officer [dpo@lapsw.org](mailto:dpo@lapsw.org) or telephone 01626 248800 ext 1031 if you wish to make a request.

If you have any concerns about the way we are collecting or processing your personal data, you can contact us in the first instance:

Mrs Bowden, Data Protection Officer  
Learning Academy Partnership  
Suite 4 Zealley House  
Greenhill Way  
Kingsteignton  
TQ12 3SB  
Email: [dpo@lapsw.org](mailto:dpo@lapsw.org)  
Website: [www.lapsw.co.uk/gdpr](http://www.lapsw.co.uk/gdpr)

Alternatively, you can contact the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113  
Website: <https://www.ico.org.uk>

# Appendix 1 – How the Government uses your data

## Pupils

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers 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/data-collection-and-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, 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.

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

### Sharing by the Department

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

- schools
- 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. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

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 Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

## Employees

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

### Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### Sharing by the Department

The Department may share information about school employees with third parties who promote the education or wellbeing of children or the effective deployment of school staff in England by:

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

The Department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal 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 securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

## Trustees and Governors

The governance data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable maintained schools and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

### Data collection requirements

To find out more about the requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

**Note:** Some of these personal data items are not publically available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.

## 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 that is published at the address: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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