

### **Privacy Notice (How we use pupil information)**

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

- Personal information (such as name, unique pupil number and address)
- 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
- Medical Information
- Special Educational Needs Information
- Exclusion/Behavioural information

### **Why we collect and use this information**

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil 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 pupil information under the following conditions contained within Article 6(1) of the GDPR:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- (c) Legal obligation: the processing is necessary for you to comply with the law
- (d) Vital interests: the processing is necessary to protect someone's life.
- (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Where we process special category data we identify an additional processing condition within Article 9(2) of the GDPR:

### **Collecting pupil information**

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

### **Storing pupil data**

We hold pupil data for a specified period which is detailed in the School's retention schedule which is contained within the IRMS's Information Management Toolkit for Schools. A copy of the retention schedule

is available on request from the School's Data Protection Officer.

### **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education
- National Health Service

### **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Pupils) (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**

#### **Pupils aged 13+**

Once our pupils reach the age of 13, we also pass pupil 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 object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

#### **Pupils aged 16+**

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.

This enables them to provide services as follows:

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

A child / pupil once they reach the age of 16 can object to only their name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

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

### **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.

We are required by law, to provide information about our pupils 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 Pupils) (England) Regulations 2013.

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

The department may share information about our pupils 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 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.

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 pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>.

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

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils 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:

For Pleckgate High School : <http://www.pleckgate.com/>

For Eden School : <http://www.edenschool.org.uk/>

For The Heights Blackburn: <http://www.theheightsfreeschool.org/>

For The Heights Burnley: <http://www.theheightsburnley.com/>

For Coal Clough Academy: <http://www.coalclough.org/>

For Burnley High School: <https://www.burnleyhigh.com/>

For Atherton High School: <https://www.athertonhigh.com/>

For Carr Hill High School: <https://www.carrhillschool.com/>

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/>

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Mr Lee Gardiner  
Schools Data Protection Officer  
Blackburn Town Hall, Blackburn, BB1 7DY or  
[Schools.IG@blackburn.gov.uk](mailto:Schools.IG@blackburn.gov.uk)

### **Privacy Notice (How we use school workforce information)**

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- medical information (such as occupational health reports and medical conditions)

### **Why we collect and use this information**

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- provide training and development for employees

### **The lawful basis on which we process this information**

We collect and use workforce data under the following conditions contained within Article 6(1) of the General Data Protection Regulations:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- (c) Legal obligation: the processing is necessary for you to comply with the law
- (d) Vital interests: the processing is necessary to protect someone's life.
- (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Where we process special category data we identify an additional processing condition within Article 9(2) of the GDPR:

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

### **Storing this information**

We hold workforce data for a specified period which is detailed in the School's Retention Schedule which is contained within the IRMS's Information Management Toolkit for Schools. A copy of the retention schedule is available on request from the School's Data Protection Officer.

## Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Trust payroll provider
- SIMS
- Professional advisors
- SAMS
- Trust Occupational Health Providers
- Companies House
- HMRC
- Trust Disclosure and Barring Service Providers
- HSE
- Teacher Appraisal Applications
- Trust Recruitment Applications

## Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

- **Local authority** - We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- **Department for Education (DfE)** - We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

## Data collection requirements

- The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005.
- 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>.

The department may share information about school employees with third parties who promote the education or well-being 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.

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>

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

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact:

For Eden School : <http://www.edenschool.org.uk/>

For The Heights Blackburn: <http://www.theheightsfreeschool.org/>

For The Heights Burnley: <http://www.theheightsburnley.com/>

For Coal Clough Academy: <http://www.coalclough.org/>

For Pleckgate High School: <http://www.pleckgate.com/>

For Burnley High School: <https://www.burnleyhigh.com/>

For Atherton High School: <https://www.athertonhigh.com/>

For Carr Hill High School: <https://www.carrhillschool.com/>

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 ask 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/>.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:

Mr Lee Gardiner  
 Schools Data Protection Officer  
 Blackburn Town Hall, Blackburn, BB1 7DY or  
[Schools.IG@blackburn.gov.uk](mailto:Schools.IG@blackburn.gov.uk)

### **Privacy Notice (How we use governor information)**

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

- personal information (such as name, address, contact details)
- special categories of data including characteristics information (such as gender, age)
- term of office, responsibilities, relevant business and pecuniary interests as recorded on the register

### **Why we collect and use this information**

We use school governor data to:

- ensure the Governing Body functions effectively
- meet the school's statutory requirements
- provide transparency in relation to governance of the School
- provide training and other opportunities to support the Governing Body

### **The lawful basis on which we process this information**

We collect and use governor data under the following conditions contained within Article 6(1) of the General Data Protection Regulations:

(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

(c) Legal obligation: the processing is necessary for you to comply with the law

(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

Where we process special category data we identify an additional processing condition within Article 9(2) of the GDPR:

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school governor information to us or if you have a choice in this.

### **Storing this information**

We hold governor data for a specified period which is detailed in the School's Retention Schedule which is contained within the IRMS's Information Management Toolkit for Schools. A copy of the retention schedule is available on request from the School's Data Protection Officer.

### **Who we share this information with**

We routinely share this information with:

- The Local Authority
- the Department for Education (DfE)



- independent providers of governor services
- trust or diocesan bodies (if applicable)
- Disclosure and Barring Service providers

### **Why we share school governor information**

We do not share information about governors with anyone without consent unless the law and our policies allow us to do so.

We are required to share information about our governors with the Local Authority (LA) to enable the Governing Body to function effectively, and with the Department for Education (DfE) under section 538 of the Education Act 1996.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact [governance@ept-uk.com](mailto:governance@ept-uk.com).

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 ask 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/>

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Schools Data Protection Officer  
Blackburn Town Hall, Blackburn, BB1 7DY or  
[Schools.IG@blackburn.gov.uk](mailto:Schools.IG@blackburn.gov.uk)

### **Privacy Notice (How we use workforce information)**

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

- personal information (such as name, employee number, national insurance number)
- special categories of data including characteristics information (such as gender, age, ethnic group)
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications
- medical information (such as occupational health reports and medical conditions)

### **Why we collect and use this information**

We use workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- provide training and development for employees

### **The lawful basis on which we process this information**

We collect and use workforce data under the following conditions contained within Article 6(1) of the General Data Protection Regulations:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- (b) not applicable
- (c) Legal obligation: the processing is necessary for you to comply with the law
- (d) Vital interests: the processing is necessary to protect someone's life.
- (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Where we process special category data, we identify an additional processing condition within Article 9(2) of the GDPR:

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

### **Storing this information**

We hold workforce data for a specified period which is detailed in the School's Retention Schedule which is contained within the IRMS's Information Management Toolkit for Schools. A copy of the retention schedule is available on request from the School's Data Protection Officer.

## Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Trust payroll provider
- SIMS
- Professional advisors
- SAMS
- Trust Occupational Health Providers
- Companies House
- HMRC
- Trust Disclosure and Barring Service Providers
- HSE
- Trust Recruitment Applications

## Why we share workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

- **Local authority** - We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- **Department for Education (DfE)** - We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

## Data collection requirements

- The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005.
- 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>.

The department may share information about employees with third parties who promote the education or well-being 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 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.

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>

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

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact [HR@ept-uk.com](mailto:HR@ept-uk.com).

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 ask 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/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:

Mr Lee Gardiner  
Data Protection Officer  
Blackburn Town Hall, Blackburn, BB1 7DY or  
[Schools.IG@blackburn.gov.uk](mailto:Schools.IG@blackburn.gov.uk)

## **Education Partnership Trust (EPT) Privacy Notice regarding the installation and use of CCTV on Trust and associated School premises.**

The intention of this privacy notice is to inform EPT Staff, Pupils, Parents/Carers and all other site visitors of the purpose for implementing the use of Closed Circuit Television (CCTV) devices and to respond to frequently asked questions relating to Data Protection and individual privacy.

This Privacy Notice applies to all Trust sites and all data subjects captured by the system(s).

### **What is the organisation's purpose for using CCTV Devices and how will the recorded footage be used?**

CCTV is used by the Trust for the purposes of Health and Safety of employees and members of the public, and for the investigation of incidents including safeguarding, near miss incidents, prevention and detection of crime and general service support issues.

### **Who is the Data Controller of the images recorded?**

Education Partnership Trust are the data controller for all retained footage recorded on CCTV devices.

Site keyholders/SLT have remote access to the system via an app on their work device(s) to allow them to view footage in case of an out of hours alarm activation.

### **What are the problems this is supposed to address?**

The problems addressed by using these devices include prevention and detection of crime, antisocial behaviour, safeguarding incidents and concerns, health and safety.

### **What are the benefits of using CCTV devices?**

- The use of CCTV has the potential to significantly improve the quality of evidence provided by the Trust
- to successfully defend insurance claims.
- CCTV will reduce the time spent investigating claims.
- CCTV can ensure witness statements are a true and accurate reflection of events.
- CCTV can act as a deterrent in cases of potential verbal and physical abuse.
- CCTV will assist the Trust's ability to successfully prosecute offenders.

### **Can less privacy intrusive solutions achieve the same objective?**

No – the primary purposes for CCTV on Trust premises are the prevention and detection of crime and health and safety of all individuals on or around the premises.

For other purposes CCTV is used in conjunction with other methods such as statements from incident witnesses.

### **How long will you keep the recorded images for?**

Recordings will be retained for a period of no longer than 30 days, at which point they will be deleted unless extracted for another purpose.

Any images that are extracted from the system for use such as in cases of antisocial behaviour or an insurance claim will be retained in line with the Trust's retention requirements for that type of circumstance.

**Can I request to see a copy of the footage of me that you hold?**

Any person can make a request for information held about them by the Trust. You can make a request in writing to Wendy Bridson, Governance Manager at [wbridson@ept-uk.com](mailto:wbridson@ept-uk.com) and must state the name of the data subject, a correspondence address and a description of the information requested.

**For further information and guidance, please contact:**

Wendy Bridson, Governance Manager on Tel: 01254 790026 or by email at [wbridson@ept-uk.com](mailto:wbridson@ept-uk.com).