



Privacy Notice (Ref 02MPTPNB)



# Mosaic Partnership Trust

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### History of most recent changes

Version	Date	Page	Change	Origin of Change
V1.0	09/04/2024	Whole Document	Adoption by the Mosaic Partnership Trust and Implementation	New Academy Trust requirement of a Privacy Notice – Pupils



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## 1.0 Privacy Notice (how we use pupil information)

This is our Trust Privacy Notice covering all our schools, which details what data we hold on your children and what we do with it and how we keep it secure.

The categories of pupil information that we collect, hold and share (process) include the following:

- Personal information (such as name, unique pupil number, address and contact information),
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility),
- Attendance information/administration (such as sessions attended, number of absences, absence reasons and trips and activities),
- Assessment information,
- Relevant medical information (such as allergies, dietary requirements, medication and safeguarding information),
- Special educational needs information,
- Exclusions / behavioural information,
- CCTV data at some schools

## 1.1 Why we collect and use pupil 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;
- to keep children safe (for example food allergies, emergency contact information).

## 2.0 The lawful basis on which we use this information:

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989 and The Data Protection Act 2018 including Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'.

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## 3.0 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 Data Protection Legislation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.



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### **4.0 Storing pupil data:**

We hold pupil data for the time specified in the Mosaic Partnership Trust (MPT) /school data retention policy.

### **5.0 With whom do we share pupil information?**

We routinely share pupil information with:

- schools that the pupils attend after leaving us;
- Wiltshire or South Gloucestershire Local Authority;
- the Department for Education (DfE);
- NHS;
- Third party providers (i.e. management information systems)

### **6.0 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 share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **7.0 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/guidance/complete-the-school-census>

### **8.0 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 and local authorities.

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.



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To find out more about the NPD, go to: [Find and explore data in the National Pupil Database - Find and explore data in the National Pupil Database - GOV.UK \(education.gov.uk\)](https://www.gov.uk/education-data/find-and-explore-data-in-the-national-pupil-database)

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>

### **9.0 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, please contact the school administrator/business manager at each individual academy.

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;



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- 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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **10.0 Contact**

If you would like to discuss anything in this privacy notice, please contact Mosaic Partnership Trust Governance Professional and Compliance Officer:  
[gemma.goodman3@mosaicpt.org.uk](mailto:gemma.goodman3@mosaicpt.org.uk)

The Mosaic Partnership Trust is based at Parkwall Primary School, Earlstone Crescent, Cadbury Heath, Bristol BS30 8AA for the purposes of data protection law.

Our data protection officer is: Gemma Goodman (Governance Professional and Compliance Officer)