

Privacy notice for pupils and their families

Schools are required to inform pupils and their families about how their personal data may be collected and used.

The Sigma Trust is the data controller of the personal information you provide to us. This means the Trust determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The Data Protection Officer acts as a representative for The Sigma Trust with regard to its data controller responsibilities they can be contacted on dpo@sigmatrust.org.uk.

Why do we collect and use your information?

The Philip Morant School and College holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 & 9 of the GDPR
- Regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013
- Education Act 1996

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support their learning
- To provide appropriate pastoral care
- To comply with the law regarding data sharing
- To monitor and report on progress
- To assess the quality of our service

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment and examination information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used. Where the school outsources data to a third party processor, the same data protection standards that The Philip Morant School and College upholds are imposed on the processor.

How long is your data stored for?

Personal data relating to pupils at The Philip Morant School and College and their families is stored in line with the Trust's GDPR Data Protection Policy. In accordance with the GDPR, data is only stored for as long as is necessary to complete the task for which it was originally collected.

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Personal information – e.g. names and addresses
- Attendance information – e.g. number of absences and absence reasons
- Information relating to SEND
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Assessment and examination information – e.g. national curriculum assessment results
- Behavioural information – e.g. number of temporary exclusions

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. We are required by law to provide information to the DfE as part of statutory data collections some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Providing information, advice or guidance.
- Producing statistics.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. We will not share your personal information with any third parties without your consent, unless the law allows us to do so.

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

Once our pupils reach the age of 13, we are required by law to pass on certain information to our LA youth support services, who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data of pupils who are aged 16 and over with education, training and career service providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all pupils and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth are passed to the LA youth support services, by informing contact@pmsc.school. Once pupils reach 13 years of age, this right is transferred to them, rather than their parents.

Additionally, we will share information with our LA Children and Young People with Disabilities (CYPWD) Service for the provision of careers guidance where the young person has an Education, Health and Care Plan.

The school routinely shares pupils' and their contacts information with:

Supplier	Reason for sharing	Supplier	Reason for sharing
AC3 Solutions ("Project Q")	Curriculum Delivery (EPQ Qualifications)	Morrisby	Careers Curriculum Delivery
AQA, Pearson, WJEC, EDUQAS, OCR & RSL exam boards; A2C Data exchange	Curriculum Delivery	MyTutor Ltd.	Curriculum Delivery
Arbor Education Partners	Providers of Management Information Systems	NHS Partnership Trust (EPUT) & Provide	Health Care
Carmel Jane Photography	Pastoral Care	No More Marking Ltd	Curriculum Delivery
Charanga.com	Curriculum Delivery	Oxford University Press	Providers of Kerboodle and MyMaths. Curriculum Delivery
Canva.com	Curriculum Delivery	ParentPay	Cashless Payments
Carousel Learning Ltd.	Curriculum Delivery	PiXL	Value Added and Contextual Analysis
Doublestruck Ltd.	Providers of MERit, ExamPro and TestBase. Curriculum Delivery	Renaissance Learning	Providers of Accelerated Reader. Curriculum Delivery
EduKey Ltd.	Providers of Provision Map	Renato Software Ltd.	IT Management Systems
Eedi Ltd.	Providers of Diagnostic Questions. Curriculum Delivery	Schools that students attend after leaving us	Pastoral Care + Curriculum Delivery
ESS Reading Cloud, formerly Capita Reading Cloud	Curriculum Delivery and Library Management	Schools within The Sigma Trust	Curriculum Delivery
Essex County Council and other applicable Local Authorities	Administration	Sparx Ltd.	Curriculum Delivery
eVouchers.com	Essex County Council chosen supplier for Free School Meal vouchers.	The Education Hub Group ("Springpod")	Careers Placements and Guidance
FFT Datalab	Curriculum Delivery	TheEverLearner	Curriculum Delivery
Focus on Sound	Curriculum Delivery	Vericool Ltd.	Catering and Cashless Payment Systems
Google LLC	Providers of GSuite. Curriculum Delivery	VI6 Essex University Project	Curriculum Delivery
Handsam Ltd.	Health & Safety Audit and Management	Wonde Data Transporter	Curriculum Delivery
HarperCollins	Providers of CollinsConnect. Curriculum Delivery	The Careers & Enterprise Company ("CEC") ("Compass+")	Careers Curriculum Delivery
HSCTUTE OPS CO PTY. LTD. Trading as GetAtomi.com	Curriculum Delivery	BW Resources Ltd / Duddle Learn Ltd.	Curriculum Delivery
Hyperspheric Solutions Ltd.	Providers of Go4Schools value added and Contextual Analysis	Alkemygold Ltd. ("ALPS")	Target Setting and Results Analysis
Iris Connect Ltd	Staff Training and Development	Groupcall Ltd. Data Transporter	Curriculum Delivery
Learner Records Service	Issuing and management of Unique Learner Numbers.	Speech Link Multimedia Ltd.	Curriculum Delivery
Maths Watch	Curriculum Delivery	Dr. Frost Maths (Charity No. 1194954)	Curriculum Delivery
Microsoft	Providers of Office365. Curriculum Delivery	Prodeo Ltd. ("SMID")	Target Setting and Results Analysis

The information that we share with these parties includes the following but not all information indicated is shared with all third

party groups:

- Personal information – e.g. names and addresses
- Characteristics – e.g. ethnicity, language, Service families and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment and examination information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

You have the right to:

- Be informed about how The Philip Morant School and College uses your personal data.
- Request access to the personal data that The Philip Morant School and College holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. If you have a concern about the way we are collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). If you would like to find out more information about how we collect, use and store your personal data, please visit our website pmsc.school