



Drapers' Multi-Academy  
Trust

# Privacy Notice Data Policy

Version 2

## **Privacy Notice**

### **Drapers' Multi Academy Trust**

#### **Who we are?**

We are the Drapers' Multi Academy Trust (the MAT) whose principal site is at Settle Road, Harold Hill, RM3 9XR. There are five schools that are part of the MAT: Drapers' Academy; Drapers' Maylands Primary School; Drapers' Brookside Infant School; Drapers' Brookside Junior School and Drapers' Pyrgo Priory School. Please visit the MAT website for further information: <http://www.drapers-schools.com>

#### **What information we keep and why?**

We process personal data relating to learners, parents/carers, staff, Directors of the MAT, Governors of the Local Governing Bodies and volunteers.

All data we process is in accordance with the rules as laid down in statute, including the General Data Protection Regulations (from May 2018), the Education Act 1986, the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009.

We use personal data about learners and parents/carers to ensure that we fulfil our legal obligation to offer educational opportunities to our learners, and are able to look after the needs and requirements of everyone in our learning community. We use personal data about our staff to ensure that we can support them in offering teaching and learning and in their personal development.

Where we rely on consent to process personal data about individuals in our learning community, we ensure that we obtain that consent freely and in a positive manner. Anyone whose personal data is processed on the basis of consent can withdraw that consent easily and quickly.

#### **Who will see your personal data?**

We will only share your information with people who have a legal or operational reason to see it. For learners, this could include anyone directly involved in planning, providing or supporting educational opportunities. For parents, this could include anyone who needs to be involved in conversations about your child's progress at our school.

All staff personnel files are held securely by the HR department, and are only available to the HR team and senior members of management.

Personal data about Governors and Directors is held by the Clerk to the MAT. It is only available to the Clerk, and is kept in order to ensure that the MAT complies with our legal obligations regarding Governance.

In certain circumstances, we may need to share information with partners including the Local Authority, Social Services and/or the Police. This will only be done where strictly necessary, and the information shared will be limited to what is appropriate to the specific circumstances.

### **What data will be kept?**

We are required to keep some personal data, even after you have left our learning community.

Secondary Schools within the MAT will keep information comprising a learner's education record until the 25<sup>th</sup> birthday of that learner.

All staff are given a copy of the Policy outlining retention periods for information on their Personnel files. This includes how data is stored, who might access it, and when it will be securely destroyed.

Any personal data that we are required to keep about learners is securely stored on an encrypted database, with limited access for staff. It will not be accessed except in response to a query about our actions in the education of a particular learner. No decisions will be made about a learner based on this data and a learner will not suffer any detriment or harm by having it stored on our secure systems.

We keep an overall summary of attainment and performance of learners in our school, in order to monitor trends in teaching and learning. This data is anonymised and does not allow us to identify individual learners, once they have left our learning community.

The collection of this information will benefit teaching and learning by:

- Helping us to design curriculum and activities to address need
- Ensuring we focus on continual improvement in teaching and learning
- Ensuring we train and support our staff in the areas that matter
- Tailoring our resources to the issues that matter most to our learning community

### **How we will contact you?**

We will need to contact parents/carers and learners for a range of reasons. We will only contact you on relevant school business. We will use the contact details that you provide to us as our main source of communication.

The MAT's methods of communication include: Post / Email / SMS / and Parent Portals where used. We take all due care when sending information out to parents, to ensure that it is only seen by the intended recipient/s.

## **Seeing the information we hold about you**

You can ask to see a copy of all the information we hold about you. To do this, you can write to us at:

Drapers' Multi Academy Trust  
Settle Road  
Harold Hill  
RM3 9XR

email us at: [admin@drapers-schools.com](mailto:admin@drapers-schools.com)

Pupils can request such information if they are 13 years of age or over, but if younger than 13 years, then the request has to be made via the parents/carer.

## **Supporting students in planning for their future**

We are required by law to pass some information about the student to our Local Authority (LA) and the Department for Education (DfE).

We are required by law to pass some information about the student to the DfE and, in turn, this will be available for the use of the LA.

Once students are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England.

We must provide both student and parent/carer name and address, and any further information relevant to the support services' role. However, if the student is over 16, they (or the parent/carer) can ask that no information beyond names, address and student date of birth be passed to the support service. This right may transfer to the student on their 16th birthday

## **How we share additional data collected in Years 10, 11, 12 and 13 with the Local Authority.**

The information detailed below that we collect from you during your child's time in school may be shared with other organisations in order to provide the student with career and other guidance and for administrative, statistical and research purposes relating to education and training.

## **Information we have to pass on by law**

We are required by law to pass some of the information to the local authority as part of the Intended Destination, September Guarantee and Annual Activity processes. This is to assist them in fulfilling the legal obligation under the Education and Skills Act 2008 and the

Apprenticeship, Skills, Children and Learning Act 2009 to assist, encourage and enable young people aged 13-19 (and young adults with learning difficulties or disabilities up to the age of 25) to participate in education or training. The LA are then required to share this information with the Department of Education.

We share the following information about the student:

- What the student is intending to do after Year 11 in terms of education, training or employment (Intended Destination).
- Which post-16 provider made an offer of a place on a course at the end of Year 11 or Year 12 if they stayed at this school after Year 11 (referred to as the September Guarantee).
- What the destination is after leaving Year 11, or Year 12 or Year 13, if we are aware of this (as part of the Annual Activity Survey). This could include the sixth form at the MAT.

### **Information the Local Authority may share with us once students have left school**

The Local Authority has a legal responsibility to track all young people up to the age of 19 (and young adults with learning difficulties or disabilities up to the age of 25). The purpose of collecting this information is to assist the planning of education and training for young people and the support services they require. Some of this information is then shared with the DfE who use the information to plan at a national level.

The Local Authority will, if you allow, inform us of current activity once the student has left the school. This is in relation to education, training, or employment with training that they may be undertaking and whether they are NEET (Not in Education, Employment or Training). The purpose of this is to:

- Enable us to offer support should they become NEET
- Check that the education we provide is enabling students to make a positive progression once they leave the school
- Help plan support and education for future students.

### **Information that may be shared with other schools and colleges**

Some of the information we collect from you during Year 10 and 11 and as part of the Intended Destination, September Guarantee and Annual Activity processes may also be shared with post-16 providers (hereafter referred to as 'post-16 providers') who deliver in this local area. These providers could offer students a progression route and support their transition into post-16 education, training or employment with training.

To support their transition to post-16 education and to support planning for future learners we, or the Local Authority may also need to share further information about them directly with post-16 providers after they have enrolled. This includes:

- whether the student is NEET and may need support finding an education/training/employment opportunity;
- their activity after leaving a FE College after Year 12 or 13;
- their attendance record at school;
- whether they have been excluded from school;
- if they have any special educational needs;
- whether they are looked after/or a care leaver;
- whether they are a carer;
- whether English is an additional language for the student;
- whether they are a traveller;
- whether they receive free school meals; and
- whether they are currently supervised by the Youth Offending Team.

### **You have a choice about what information is shared after they turn 16**

You can ask that:

- No information beyond name, address and date of birth be shared with the Local Authority in regard to the provision of Local Authorities support services for young people.
- No information about their current activities once they have left school be shared with us.
- No information to be shared with post 16 providers in the future, once the student has enrolled at another provider.

Please contact by email: [admin@drapers-schools.com](mailto:admin@drapers-schools.com) to let us know if you do not want this information to be shared.