



# Matrix Academy Trust

EDUCATION WITHOUT EXCEPTION

## Privacy Notice for Pupils and Their Families

### What is a Privacy Notice?

UK data protection law (Data Protection Act 2018 and UKGDPR) gives everyone the right to be informed about how their information is used by organisations. This Privacy Notice explains how Matrix Academy Trust and its academies use information about pupils and their families. If you can be identified from the information we hold, then this is known as “personal data”.

This Privacy Notice explains:

- why we use your personal data
- the reasons we need to do this
- what kinds of personal data we use
- where we collect your personal data from
- who we will share your personal data with
- how you can find out more.

### Who processes your information?

Matrix Academy Trust is a “data controller”. This means that our academies are responsible for deciding how to use your personal data. When your information is collected, used, shared, or destroyed, this is called “processing”.

Your information is mainly used in our academies, by our staff to support teaching and learning and to help us undertake our responsibilities in keeping children safe.

All staff at academies in our Trust receive data protection training, so that they understand how to use personal data appropriately.

Where we choose to share your information with people who provide essential systems and services to the school, we ensure that the same data protection standards are in place. If sharing your information with service providers is not essential, we will always ask for your consent (permission) before this takes place.

The Trust has a Data Protection Officer (provided by Services 4 Schools Ltd). Their role is to oversee and monitor our data protection procedures, and to ensure they are compliant with data protection legislation. The data protection officer can be contacted by emailing [dpo@matrixacademytrust.co.uk](mailto:dpo@matrixacademytrust.co.uk)



# Matrix Academy Trust

EDUCATION WITHOUT EXCEPTION

## Why do we collect and use your information?

Most of the information we collect about pupils and their families is used to help perform our duties as a public authority. These include:

- To support pupil learning in our academies or remotely
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of the services we provide
- To keep children safe
- To monitor and filter online activities using our equipment and systems
- To support any additional health or learning needs that have been identified
- To facilitate appropriate communications with pupils and families
- To meet the statutory duties placed upon us for DfE data collections
- To help assess Free School Meal entitlement

We also use personal data where it is necessary to meet the legal responsibilities set out in data protection legislation, other UK law and regulation that applies to schools. These include the following:

- The Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Education Act 2011
- Section 3 of The Education (Pupil Information) (England) Regulations 2005
- Keeping Children Safe in Education 2023 regulations

We may also need to share your personal data with other official bodies, or organisations where we are required to by other UK law.

If we need to use your information for another reason, then we will ask for your permission (consent) before doing so. When we ask for consent, we will explain what your information will be used for, by who and what choices you have about how it is used.

## Which data is collected?

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

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, religion)
- images for internal use (such as photographs, video, CCTV footage)
- safeguarding and wellbeing information (records to help you stay safe and enjoy school) court orders and professional involvement)





# Matrix Academy Trust

EDUCATION **WITHOUT EXCEPTION**

- special educational needs (including the needs and ranking)
- medical and health (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 statutory and teacher assessments, tests and exams)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- catering and school meal management (free school meal eligibility, pupil premium status)
- biometric information (in our secondary schools for cashless catering)
- destinations (information about other schools, colleges, universities, or training providers).
- opinions and preferences (answers to surveys, or other choices we may offer you);

The categories of parent/family information we process include:

- Personal identifiers and contacts (such as name, address, phone numbers, email addresses, National Insurance number)
- Financial and meal management information, e.g. account and transactional information for school meals and eligibility for free school meals
- Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns

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.

## **How long is your data stored for?**

Personal data relating to pupils and families is stored in line with the Trust's retention policy. Our academies do not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

## **Will my information be shared?**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. 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 2005.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Matrix Multi Academy Trust is required by law to provide information about our





# Matrix Academy Trust

EDUCATION **WITHOUT EXCEPTION**

pupils to the DfE as part of statutory data collections, such as the school Census; 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:

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, please see 'How Government uses your data' section.

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.

## Who we routinely share pupil information with:

- Pupils' destinations upon leaving the school
- Local Authorities (Local Councils)
- The NHS (including the School Nursing Service, Speech and Language Therapists)
- Other agencies i.e Social Care, Police, Public Health England
- The system we use for managing pupil welfare (CPOMS)
- The systems we use to help manage school finance
- The cashless payments systems available to parents
- Our door entry systems
- The systems and resources we use to help deliver the curriculum (including online apps and subject resources we have selected for use with our pupils)
- The systems we use to manage pupil information (SIMS)
- The providers of the systems we use to monitor and filter pupils online activities
- The systems we use to help communicate with parents (Classcharts, Teachers2Parents)
- The providers of therapeutic and counselling support to our academies

The information that we share with these parties includes the following:

- Personal information – names, addresses, dates of birth, gender, contact details
- Pupil assessments- End of Key Stage assessment and results
- Attendance Information - number of absences at school
- Relevant medical information
- Information relating to SEND
- Behavioural information – number of exclusions
- Biometric information (only where you have given explicit consent)





# Matrix Academy Trust

EDUCATION **WITHOUT EXCEPTION**

## What are your rights?

Under UKGDPR, 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 our Data Protection Officer by emailing [DPO@matrixacademytrust.co.uk](mailto:DPO@matrixacademytrust.co.uk) by writing to Matrix Multi Academy Trust, Leamore Lane, Bloxwich, Walsall, WS2 7PS. Please address letters: **For the attention of the Data Protection Officer**

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts

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. If you have already raised an issue with us and you are not satisfied with how your personal data has been handled, you also have the right to complain directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our academy websites where you can access or download a copy of our Data Protection Policy.

## Last Update

This Privacy Notice was last updated September 2023

