

Privacy Notice – Student Data
<p>What is our lawful basis for processing this data</p> <p>Public Task</p> <p>It is in the public interest and our official duty to provide you with an education, safeguarding and promoting your welfare, and facilitating the efficient operation of the school/college.</p> <p>Some of the data processed for this purpose is collected to comply with our legal obligations. These are set out below.</p>
<p>What data do we collect</p> <p>Students:</p> <ul style="list-style-type: none"> • Personal identifiers such as name, date of birth, Unique Pupil Number (UPN), Unique Learner Number (ULN), ID (passport or birth certificate), NHS number • Characteristics such as gender and ethnicity • Relevant medical and disability information including allergies (and medicine administered) • Safeguarding information • Special educational needs • Behavioural information • Assessment and attainment • Attendance including holidays and absences <p>We may also hold data about you that we have received from other organisations, including other schools/colleges and social services.</p>
<p>Why do we need it and what do we do with it</p> <p>We hold personal information about you to make sure we can help you learn and look after you at school/college.</p> <p>We collect and use student information, for the following purposes:</p> <ol style="list-style-type: none"> a) To get in touch with you and your parents when we need to b) to support student learning c) to monitor and report on student progress d) to look after your wellbeing and to keep you safe e) to see how well the school is performing f) to comply with the law regarding data sharing (for example, student census) <p>We retain this information securely electronically on our IT systems and in Student Files as paper copies in secure filing cabinets in our offices.</p>
<p>How long do we keep it</p> <p>We hold this data until the student leaves the school/college, however we may hold relevant student data (i.e. related to child safeguarding, protection and Special Educational Needs) up until their 25th birthday.</p> <p>If the student does not move to another educational setting (e.g. home schooled) then the student file will be retained with us until the child turns 25.</p>
<p>Who we share this information with and why</p> <ul style="list-style-type: none"> • to Liverpool Council who keeps student’s details and a range of education outcomes for all children in state-maintained schools in order to meet their statutory duties. • to Liverpool Council SEN Panel for needs assessment and creating Education Health and Care Plans for students, as well as other associated professionals such as Educational Psychologists if consent is granted. • to Liverpool Council Safeguarding team, social workers and associated professionals for vulnerable children.

- to the Department for Education for student census information and assessments as this is a statutory obligation. To find out more about the data collection requirements placed on us by the Department for Education go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.
- professionals commissioned by the school/college such as the School Nurse or health services (NHS)
- to schools or colleges that students attend after leaving us

Other than this, we do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.

What are your rights

You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. We will respond to you within 30 days after we have received any request (including any identification documents requested).

You have the right to:

1. Ask for a copy of the information that we hold about you;
2. Correct and update your information;
3. Withdraw your consent (where we rely on it).
4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;
6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.

Please see our [Data Protection Policy](#) for further information and for details of how to make a request.

Contact information

You can exercise the above rights and/or manage your information by contacting us using the details below:

Identity of data controller: LIPA Multi Academy Trust

Postal address:
LIPA Multi Academy Trust,
Upper Duke Street
Liverpool
L17BT

Phone:
LIPA Primary and High School: 0151 958 0020
LIPA Sixth Form College: 0151 330 3232

Our Data Protection Officer is Nicola McFerran, you can contact them at DPO@lipaprimary.org

Complaints

If you wish to raise a complaint on how we have handled your personal data, please contact us at DPO@lipaprimary.org

If you are not satisfied with our response you can complain to the Information Commissioner's Office (ICO). The ICO's contact details are below:

Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Email: casework@ico.org.uk
Phone: 0303 123 1113