

Coronavirus (COVID-19) Pupils, Parents and Staff Privacy Notice

This Privacy Notice has been written to inform pupils, parents and staff of Northern Star Academies Trust about how we are using your information in light of the measures that have been introduced in response to the Coronavirus (COVID-19) pandemic. This Privacy Notice should be read in conjunction with our standard Pupils and Parents, and Employees Privacy Notices.

Who are we?

Northern Star Academies Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Trust and schools within the Trust are compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL



schoolsDPO@veritau.co.uk
01609 53 2526

***Please ensure you include the name of the School in all correspondence with the DPO**

What information are we collecting?

The categories of information that we collect, hold and share include the following:

- Basic personal information (e.g. name, pupil number, DOB and address) (pupils, parents and staff)
- Safeguarding information (pupils)
- Job role and evidence of employment in this role (parents)
- Attendance information (pupils and staff)

We will also process information which may include 'special category' data about our pupils and staff including:

- Information which identifies children that are 'vulnerable' (those who have a social worker, such as children in the care of the Local Authority and those children and young people up to the age of 25 with education, health and care (EHC) plans)
- Relevant medical information to the COVID-19 pandemic (pupils and staff)

Why do we process your personal data?

We are processing this information to facilitate the provision of care for vulnerable children, the children of critical workers and to safeguard any pupil or member of staff whilst in attendance at the educational setting or in the workplace.

This involves:

- Processing pupil information to facilitate their learning and meet any care requirements that they have.
- Processing parents' employment information to confirm their status as a critical worker.
- Processing the information of staff members who have been redeployed across the Trust in order to meet resourcing needs.
- Processing the information in order to ensure the wellbeing and the safeguarding of pupils or staff
- Processing medical information relating to COVID-19 and COVID-19 testing results, including clinically extremely vulnerable and extremely vulnerable to safeguard other individuals within the educational or workplace setting.

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR:

Article 6 (c) legal obligation

Article 6 (d) public task

Article 6(b) contract (for staff)

Article 9 (b) Employment, social security and social protection (for staff)

Article 9 (g) Reasons of substantial public interest

Please refer to our standard Pupils and Parents and Employees Privacy Notices for further information about the lawful basis we rely upon to process your data.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you. We will also process information received from:

- Department for Education (DfE)
- Local Education Authority. If your child is attending one of our schools as a result of the COVID-19 pandemic response and your child's previous school was in a neighbouring LEA, then we may need to obtain information from this LEA.
- Previous schools attended

Who do we share your personal data with?

We are obliged to share attendance data with the Department for Education during this time. The following information may be shared:

Pupil Information

1. The number of students or pupils who are eligible to attend in each year group
2. The total number of students or pupils who are eligible to attend the educational setting today across all year groups

3. The total number of students or pupils who are in attendance at the educational setting today across all year groups
4. The number of children attending who fall into the following categories:
 - a. Children with an EHC plan
 - b. Children with a social worker
 - c. Children otherwise vulnerable
 - d. Children of critical workers
5. The total number of eligible children attending who fall into the groups described in 4.
6. Total number of students or pupils that are expected to attend but are ill, isolating or shielding across all year groups.
7. The number of students or pupils who are expected to attend but are ill, isolating or shielding in each year group
8. The number of all the students or pupils who are expected to attend but not attending today and absent split down by:
 - a. Illness, suspected or confirmed case of COVID-19
 - b. Illness, not suspected or confirmed case of COVID-19
 - c. Shielding for self or other family member
 - d. Household isolation

The above information may also be shared with the Local Education Authority. We may also share details of individual pupils with the Local Education Authority all of which will be done on the legal basis set out in "Why do we process your personal data?".

Staff Information

We are obliged to share attendance data with the Department for Education during this time. The number information which will be shared is: -

1. Number of existing teachers working on site today.
2. Number of additional teachers working on site today.
3. Number of staff other than teachers working on site today.
4. The number of teachers who are unable to come into the setting today for the following reasons: -
 - a. Clinically extremely vulnerable and are shielding
 - b. Living with someone clinically extremely vulnerable and are shielding
 - c. Suspected or confirmed case of COVID-19
 - d. Someone in their household has a suspected or confirmed case of COVID-19
 - e. Unwell but not COVID-19 related
 - f. Advised to isolate by NHS Test and Trace
 - g. Other
5. The number of staff excluding teachers are unable to come into the setting today for the following reasons detailed in point 4.

For further details about who we share information with, please see our full Pupil and Parents and Employees Privacy Notices.

How long do we keep your personal data for?

We will only retain your data for as long as it is necessary to do so. In respect of parents, we will not retain a copy of the evidence that you provide to us to prove that you are a critical worker.



For further details about retention of your data, please refer to our full Pupils and Parents and Employees Privacy Notices.

What rights do you have over your data?

Under GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the Trust has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.org.uk // 0303 123 1113