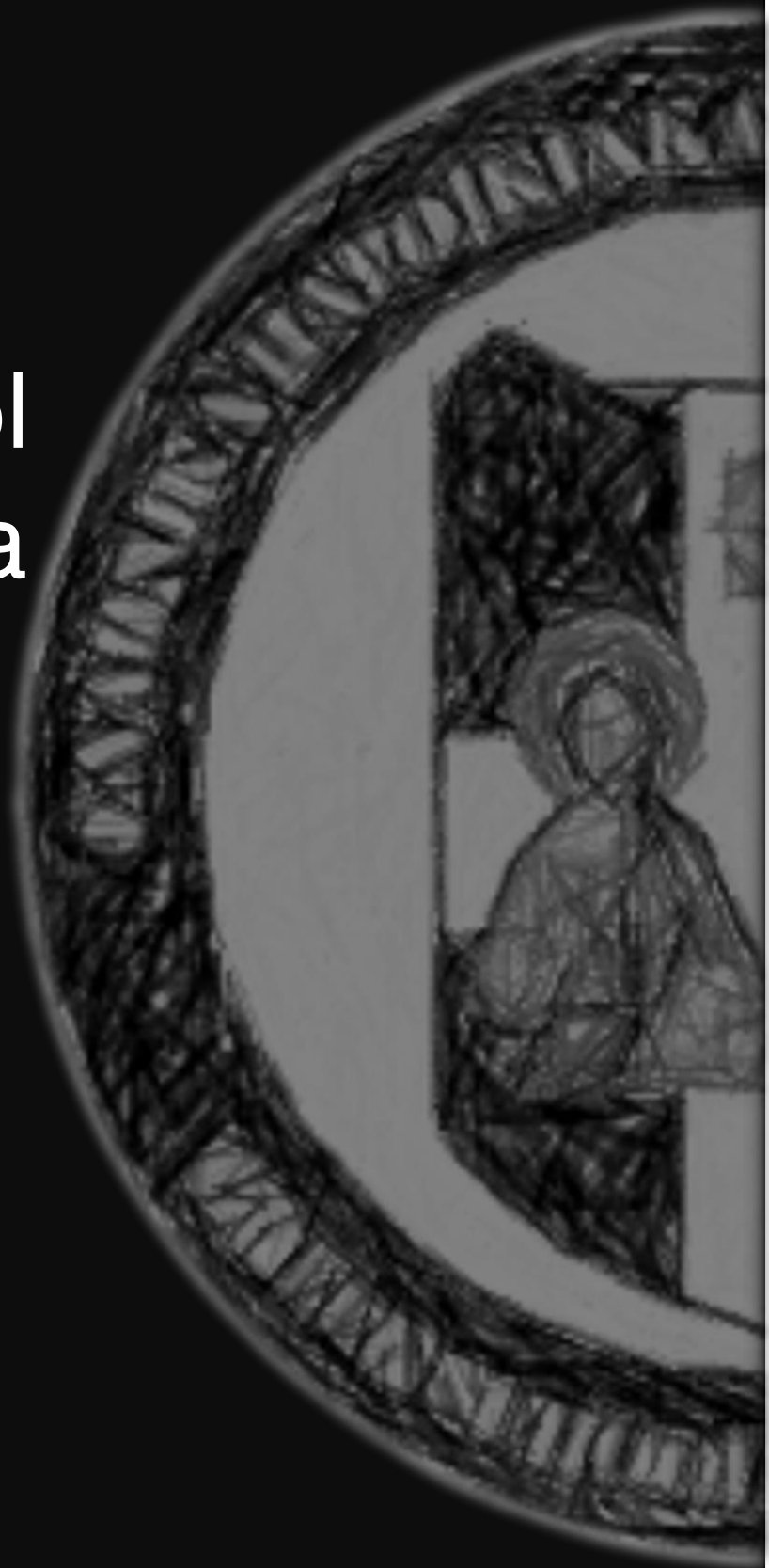


Greek School
of Ayia Triada
Birmingham

Privacy Notice



How we use pupil information

The Greek School of Ayia Triada Birmingham collects, holds, and processes personal information about pupils. This information may be obtained directly from parents/guardians, from the pupils themselves, or from other sources such as previous schools, local authorities, partner organizations (e.g., NHS, local Police), and/or the Department for Education (DfE).

What data do we use

The types of data the school holds include:

- Personal information (such as name, registration number, contact details, and address(es))
- Characteristics (such as ethnicity, language, nationality, country of birth, and eligibility for free school meals)
- Attendance information (such as sessions attended, number of absences, and reasons for absence)
- Assessment information (such as teacher assessments, test and examination results)
- Relevant medical information
- Information relating to Special Educational Needs (SEND)
- Behavioural information (such as number of temporary exclusions)

Why we collect and use this information

We use pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our educational services
- To comply with legal obligations regarding data sharing
- To communicate with parents/guardians for educational and administrative purposes

What allows us to use this information

We process pupil data under the authority of the Education Acts, which permit us to use data without the explicit consent of the pupil or their parent/guardian. This includes fulfilling our legal obligations or exercising official authority.

Sometimes, we may seek consent, for instance, for using a child's photograph in promotional materials. A detailed list of legal grounds for using pupil information, including data sharing with the local authority, can be found in Appendix A.

Collecting pupil information

While most pupil information provided to us is mandatory, some may be voluntary. In accordance with the General Data Protection Regulation (GDPR), we will inform you whether certain pupil information is mandatory or optional.

Storing pupil data

We retain pupil data in accordance with our GDPR policy which guide us on the storing and disposal of data

Data Sharing

We will not normally share personal data with anyone else, but may do so where:

- There is an issue with a pupil or parent/carer that puts the safety of our staff at risk
- We need to liaise with other agencies – we will seek consent as necessary before doing this
- Our suppliers or contractors need data to enable us to provide services to our staff and pupils – for example, IT companies. When doing this, we will:
 - Only appoint suppliers or contractors which can provide sufficient guarantees that they comply with data protection law
 - Establish a data sharing agreement with the supplier or contractor, either in the contract or as a standalone agreement, to ensure the fair and lawful processing of any personal data we share
 - Only share data that the supplier or contractor needs to carry out their service, and information necessary to keep them safe while working with us
- We may share personal data with law enforcement and government bodies where we are legally required to do so, including for:
 - The prevention or detection of crime and/or fraud
 - The apprehension or prosecution of offenders
 - The assessment or collection of tax owed to HMRC
 - In connection with legal proceedings
 - Where the disclosure is required to satisfy our safeguarding obligations
 - Research and statistical purposes, as long as personal data is sufficiently anonymised or consent has been provided

We may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our pupils or staff.

- Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law. Schools or educational institutions that pupils attend after leaving our school, including assessment and safeguarding information

- The local authority and Connexions, to comply with statutory data returns such as the School Census
- Cyprus Educational Mission and Education department of Greece- only essential information
- NHS services and providers for child health services and research purposes
- Local police authorities
- Contractors providing IT and other services

See Appendix B for a comprehensive list of parties with whom we may share pupil information, including academy chains, federations, Multi Academy Trusts (MATs), school nurses, and NHS.

Why we share pupil information

We do not share information about our pupils with anyone without consent, unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) and KEA or Education Office of Greece as required by law, primarily for educational funding and policy purposes.

Data collection requirements

You can review what information we are required to provide for the school census at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance for independent research and studies commissioned by the Department. This information is collected securely and used for statistical purposes.

We are legally obligated to provide pupil information to the DfE as part of statutory data collections like the school census and early years' census. Some of this information is stored in the NPD under the Education (Information About Individual Pupils) (England) Regulations 2013.

For more details on pupil information shared with the Department, visit <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To learn more about the NPD, visit <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Contacting DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information held about them. To make a request for your personal information or access your child's educational record, contact our communications department with an official request from our communications department at communicationdept@greeksat.org.uk officer which then will pass it on to our Data Controller

You also have the right to:

- Object to processing of personal data that causes or is likely to cause damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- Rectify, block, erase, restrict, export, or destroy inaccurate personal data under certain circumstances
- Claim compensation for damages caused by a breach of data protection regulations

If you have concerns about how we collect or use your personal data, please contact us initially communicationsdept@greeksat.org.uk . If you are dissatisfied with our response, you may contact the Information Commissioner's Office at www.ico.org.uk.

Contact

If you have any questions regarding this privacy notice, please contact:

Communicationsdept@greeksat.org.uk
Tryfonos.s@greeksat.org.uk

Appendix A – Lawful Basis to Share Details with the Local Authority

On/Off Roll Details

Section 436A of the Education & Inspections Act 2006 mandates all schools and local authorities to establish procedures for identifying children not receiving education. Relevant to this are the Education (Pupil Registration) (England) Regulations 2006, which govern the conditions under which a pupil may be added to or removed from a school register. The 2016 amendment to these regulations further requires all schools within a local authority (LA) to promptly inform the LA of changes in school enrollment. This collaboration ensures that all children receive appropriate education.

Since 2007, there has been a statutory obligation on all Local Authorities in England and Wales to maintain systems and procedures for monitoring Children Missing Education (as detailed in the guidance 'Children Missing Education - Statutory Guidance for Local Authorities', September 2016). LAs keep records of the educational status of all children known to the Education services within their jurisdiction. Schools, the Education Welfare Service, and CME Information Officers work together to ensure that children leaving their schools transition safely into their new educational settings.

Section 12 of the Education (Pupil Registration) (England) Regulations 2006 specifies the duty to share information with the LA concerning children with irregular attendance. Ofsted emphasizes that all schools, including maintained and independent schools, are obligated to notify the local authority of any such arrangements affecting their pupils, a requirement detailed in the Ofsted report 'Pupils Missing Out on Education' in November 2013.

Key Stage Data Collections

Under the Assessment and Reporting Arrangements (ARA) for the Early Years Foundation Stage, all providers, schools, and academies are legally required to submit EYFS Profile data to their respective local authority. The LA then submits this information to the Department for Education. The legal basis for this requirement includes:

- Section 39(1)(a) of The Childcare Act 2006, which mandates Early Years providers to ensure their provision meets the learning and development requirements specified in the EYFS (Learning and Development Requirements) Order 2007 (S.I. 2007/1772, amended in 2012).
- Guidance issued by the Standards and Testing Agency (STA), which directs English local authorities to adhere to guidelines when fulfilling their responsibilities under the EYFS (Learning and Development Requirements) Order 2007, article 4.2.
- Academies are required under Section 40 of the Childcare Act 2006 to implement EYFS requirements and comply with local authority moderation requirements.

For Key Stage 1 and Key Stage 2 data, the STA outlines the options available to academies in the Assessment and Reporting Arrangements documents. These arrangements are made under statutory provisions such as The Education (National Curriculum) (Key Stage 1 Assessment Arrangements) (England) Order 2004 and The

Education (National Curriculum) (Key Stage 2 Assessment Arrangements) (England) Order 2003.

Important Note: For Supplementary Schools such as Ayia Triada Birmingham the Law is not clear, however is important to keep the legislative framework is guide to all our actions for data management for each stage of our school

Other Statutory Data for Providing Services

The Department provides the Free School Meal Eligibility Checking Service (FSM ECS), allowing local authorities to verify pupils' entitlement to free school meals. This service, managed by relevant government departments, ensures swift responses to applications, facilitating pupils' access to meals. Academies may use paper proof of benefit for checks, albeit less efficiently.

This data aids local authorities in promoting economic, social, and environmental wellbeing among children and families, as per Section 2 of the Local Government Act 2000. It supports the provision of educational enhancements and addresses risk factors for children within Leicester.

Additionally, this information contributes to ensuring appropriate services for children and young people identified as 'in need' or at risk under Sections 17(1) and 47(1) of the Children Act 1989, addressing potential social or educational exclusion.

Appendix B – Who We Share Our Data With

Pupils, as data subjects, have certain rights under the General Data Protection Regulation (GDPR), including the right to access personal data held about them. Parents can exercise this right on behalf of their children if they are too young to do so themselves. If you wish to access the personal data held about yourself or your child, please contact the relevant organizations listed below in writing.

Local Authority

The Local Authority (LA) uses information about children and families to fulfill specific responsibilities, such as assessing special educational needs and providing careers advice and support services. The LA aims to deliver appropriate, timely, and effective services, ensuring coordinated efforts for your benefit. To achieve this, basic information such as names and addresses is shared across different services within the Local Authority. This practice helps maintain up-to-date information and enhances service delivery. While our systems are integrated, access to information within the council is strictly controlled to ensure staff only access what is necessary for their roles.

Additionally, the Local Authority utilizes information to generate statistics used in decisions regarding school funding, school performance assessment, and setting educational targets. These statistics are aggregated to prevent the identification of individual children.