

## Derby Diocesan Academy Trust 2

### PRIVACY NOTICE FOR PRIMARY TO SECONDARY TRANSITION PORTAL

Derby Diocesan Academy Trust 2 ('the Trust', 'DDAT', 'we', 'us' or 'our') take data protection and our obligations with regard to data protection seriously. Under data protection law, individuals have a right to be informed about how their employer uses any personal data held about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

To improve the primary school to secondary school transition process, DDAT shares year 6 pupil cohort data by uploading it to the 'Primary to Secondary Transition Portal'. Pupil personal data is securely uploaded by the pupil's primary school. Following National Offer day, secondary school will be able to request the personal data of pupils offered places at their school. The purpose of processing the data is to ensure that the secondary schools have knowledge of all relevant pupil information and to support pupils during the transition process.

This data enables secondary schools to easily identify pupils who may need additional support with transition and to thoroughly understand pupil need. Either the local authority or individual secondary school uploads a CSV file with confirmed year seven school places, matching to the pupil's application reference number; this then updates the destination secondary school for pupils. Secondary schools are then able to view individual pupil data in their secondary school dashboard. Data is available to download as a PDF or CSV. A DPIA is needed due to the sensitive nature of the data.

This Privacy Notice provides additional detail with regard to the Transition Portal. Please refer to [www.ddat.org.uk/GDPR](http://www.ddat.org.uk/GDPR) for copies of DDAT's other privacy notices for pupils and their families; staff; trustees, governors and other volunteers; and for the use of CCTV.

#### 1. OUR DETAILS

We are: Derby Diocesan Academy Trust 2  
Address: Deepdale Business Park, Ashford Road, Bakewell, DE45 1GT  
Web site: [www.ddat.org.uk](http://www.ddat.org.uk)

ICO Registration Number: ZA129135  
Data Protection Officer: Jason Hampton  
Contact Email: [ddatadmin@ddat.org.uk](mailto:ddatadmin@ddat.org.uk)

#### 2. PROCESSING, PERSONAL DATA AND DATA SUBJECTS

Derby Diocesan Academy Trust 2 is the data controller for the purposes of the Data Protection Act 2018 and the UK General Data Protection Regulation (together the "Data Protection Law") of the personal information you provide to us. This means that the Trust determines the purposes, and the manner in which, any personal data is processed.

Description	Details
Subject matter of the processing	Transfer of pupil data from their primary school to their destination secondary school.
Duration of the processing	1 year from Monday 24 <sup>th</sup> January 2022.
Nature and purposes of the processing	The personal data of the data subjects (pupils) will be securely uploaded by the pupil's primary school. Following National Offer day, secondary schools will be able to request the personal data of pupils offered places at their schools. The purpose of processing the data is to ensure that the secondary schools have knowledge of all relevant pupil information and to support pupils during the transition process.

Description	Details
	<p>Further processing of the data will be undertaken by agreed, named, third parties, such as, but not limited to, Link ICT Services Limited, Derby City Council and the School Development Support Agency to enhance the transition support offered to schools and pupils. Details of these sub processors will be made available on the School Transition website <a href="#">here</a> and any updates to the list of agreed sub processors will be communicated to users of the Transition Portal.</p>
<p>Type of Personal Data</p>	<p>The following types of student personal data will be processed:</p> <ul style="list-style-type: none"> <li>• Personal information (such as, but not limited to, name, unique pupil number, primary and secondary school)</li> <li>• Characteristics (such as, but not limited to, ethnicity, language, nationality, country of birth and free school meal eligibility)</li> <li>• Attendance information (such as, but not limited to, attendance percentages, number of absences and absence reasons)</li> <li>• Assessment information (such as, but not limited to, teacher grade judgement)</li> <li>• Relevant medical information</li> <li>• Special Education Needs information</li> <li>• Behavioural information (such as, but not limited, exclusions)</li> <li>• Safeguarding information (such as, but not limited to, involvement of other agencies)</li> </ul> <p>The following Personal Data will be held for users of the Transition Portal:</p> <ul style="list-style-type: none"> <li>• Personal information (such as name, job title, email address, employment, IP address, Session IDs)</li> <li>• Interactions between Transition Portal Users and School Transition Limited, such as support tickets raised or queries made with our support team</li> <li>• Information collected automatically relating to the Transition Portal to include information e.g. a user's IP address, device type, unique device identification numbers and login information, browser-type and version, time zone setting, operating system and platform, broad geographic location (e.g. country or city-level location) and other such technical information</li> </ul>
<p>Categories of Data Subject</p>	<p>The data subjects include and are limited to primary school pupils transitioning to secondary school; staff members using the Transition Portal.</p>
<p>Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data</p>	<p>Data will only be retained for as long as is necessary for the purpose of transition. Following confirmation that the transition process is complete the data will be securely deleted.</p>

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### 3. THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

The lawful basis for us to collect/process this personal data is in order to provide education in accordance with statute law (such as the Education Act 1996, section 83 of the Children Act 1989 and other legislation), our funding agreements with the Secretary of State, our memorandum and articles of association and other guidance provided for in law.

We also process personal data where processing is necessary for the performance of tasks carried out in the public interest. It is in the public interest to provide educational services to our pupils and to offer extra-curricular activities such as reading sessions and afterschool clubs to benefit the personal and academic growth of our pupils. In addition, personal data will be collected and/or processed for the purposes of relevant contracts for the provision of services which are paid for. This may include but is not limited to the provision of music tuition; school trips; and entering pupils for examinations.

Sometimes, we may also use your personal data where:

- You, or your parents/carers have given us permission to use it in a certain way (for example, school photographs for non-educational purposes)
- We need to protect your, or someone else's, vital interests (protect your life).

We do not process any special categories of personal data except where necessary for reasons of substantial public interest including the safeguarding of children and individuals at risk; the prevention of fraud; and preventing or detecting unlawful acts; in complying with legal obligations including under the Equality Act 2010; or where necessary to protect the vital interests of the Data Subject or of another natural person and where safeguards are in place to ensure that this personal data is kept secure.

For the avoidance of doubt where special categories of personal data are collected it shall not be used for the purposes of automated decision making and/or profiling. Further personal data including special categories of personal data may be collected and/or processed where consent has been given (for example, school photographs for non-educational purposes). If consent is the only legal basis for processing and has been given then this may be revoked in which case the personal data will no longer be collected/processed.

### 4. REQUESTING ACCESS TO YOUR PERSONAL DATA

You have the right to request access to information which we hold about you. To make a request for your personal information please contact the Trust's Data Protection Officer at [ddatadmin@ddat.org.uk](mailto:ddatadmin@ddat.org.uk).

You also have specific rights in relation to the processing of your data:

- To ask us for access to information about you that we hold.
- To have your personal data rectified, where possible, if it is inaccurate or incomplete.
- To request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- To restrict our processing of your personal data (i.e. permitting its storage but no further processing).
- To object to direct marketing, including profiling, and processing for the purposes of scientific/historical research and statistics.
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

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## 5. MAKING A COMPLIANT

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. If you are unhappy with the way we have dealt with any of your concerns, you can make a complaint to the Information Commissioner's Office (ICO), the supervisory authority for data protection issues in England and Wales using the details below. The ICO is a wholly independent regulator established in order to enforce data protection law.

ICO Concerns website: [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)  
ICO Helpline: 0303 123 1113  
ICO Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
ICO Postal Address: Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF

## 6. CHANGES TO THIS NOTICE

Any changes we make to this notice in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes.

This privacy notice was last updated on 19<sup>th</sup> January 2022.