



St Kentigern's Academy

West Main Street
Blackburn
BATHGATE
West Lothian
EH47 7LX

Tel: 01506 280570

e-mail: wlstkentigerns-ac@westlothian.org.uk
www.stkentigernsacademy.org

Head Teacher:

Mr Andrew Sharkey

DATA LABEL: PUBLIC

Thursday, 02 November 2023

Dear Parent/Carer,

UPSTREAM PROJECT

We are writing to let you know about some additional support services now available to our students at St Kentigern's Academy, the Upstream Project.

Whilst undertaking this project, we will be working with staff from West Lothian Council and the Rock Trust, a Scottish charity that supports young people and works to end youth homelessness in Scotland.

This project will begin by inviting all students in 3rd and 4th year to participate in an anonymised multiple-choice questionnaire during the school day on the 8th November. The questionnaire will ask young people about their lives in, and away from school, their attitude towards education and the future, as well as their experience of issues such as bullying.

The data collected from this survey will be invaluable in helping us understand the diverse needs of our students across these year groups. In cases where it is deemed appropriate, our teachers may also use the data to respond to individual students that they feel may benefit from additional support.

At every stage of the process, support from Rock Trust staff will only be offered with the consent of the parents or guardian and/or the student directly.

If it is thought that a student may benefit from additional support, the school will provide contact details to Rock Trust to allow the Project Worker to contact you directly to inform you of the available support.

For further information on how your child's personal information is managed as part of the Upstream project, please see the 'Upstream Privacy Notice' on page 2 of this letter.

If you would like your child to opt-out of taking part in the survey or do not consent to your contact details being shared with Rock Trust, please do not hesitate to inform us.

Yours sincerely,

Andrew Sharkey
Head Teacher



Privacy Information

Upstream pupil wellbeing survey

Rock Trust are committed to treating the information pupils share with us, and any information we get about them from other sources with respect and keeping it safe.

This notice tells you what Rock Trust does with the information we hold when we deliver Upstream Surveys.

Where we get information about pupils

The Upstream survey asks pupils a range of questions about their lives in and out of school.

There are four sections of the survey; these ask each pupil taking part about Wellbeing, Resilience, Risk of Youth or Family Homelessness and Risks of Educational Disengagement.

- The survey is delivered via a secure digital platform.
- The platform we use does not hold any personal identifiable data on pupils.
- To complete the survey pupils are each given an anonymised user number.
- Staff at the school and Rock Trust will hold a separate key document, this will enable staff to match individual pupils to their data should there be any indication that additional support may be needed.
- Before support begins a pupil's parent/guardian will be contacted. Any support offered will be explained and staff will request consent.

What personal data we have and how we use it

We will have the following information:

- Equalities monitoring information
- Information about how a pupil feels about a range of issues such as their resilience and emotional wellbeing.
- Basic information about who a pupil lives with.
- Pupils views on school and education.
- Information of housing and experience of homelessness.

We will use the information we collect to:

- Identify pupils who may benefit from additional support.

- Assess the effectiveness of support programs and wellbeing activities within the school.
- Assess the effectiveness of the survey as an early identification tool
- Assess the effectiveness of the support offered to pupils
- Contribute to the safeguarding of pupils

How your data will be shared within Rock Trust

Rock Trust will be able to access anonymised data provided by pupils and use this to assess the support needs within the school.

Meetings will be held with teaching staff and Rock Trust staff to discuss results and ensure the school is able to identify any pupils who may need support from within the school.

How we share your information outside Rock Trust

We will share your information with agencies outside Rock Trust to:

- Safeguard pupils and others
- Make sure we are working effectively with any other agencies who may be supporting pupils at the school.
- Comply with funders' requirements, including monitoring.
- Help local authorities and Scottish Government for research and statistical purposes.
- Promote Rock Trust and the work with do with other people such as media, public, potential funders (we will anonymise this or ask specific permission).
- Enable regulatory bodies and funders to audit our services to make sure our support meets appropriate standards.

What happens after the survey?

If a pupil is identified by school staff as likely benefiting from our support, the school will make an individual referral to our staff. At this point, a member of the Upstream team will contact parents or guardians and explain what support is available and if the parent/guardian feels this is appropriate.

All support offered by Rock Trust is voluntary and a parent or guardian can end our support at any time.

How we keep your data safe and who has access

We keep your data in digital and/or paper version.

Paper records: These are kept in secure locations within our offices or projects.

Digital records: We will always ensure that we have technical controls in place. This includes making sure our network is protected and routinely monitored. We will store all of your personal information on our, secure password-protected and firewall protected servers. This may include data storage services provided in the Cloud, which also meet appropriate security measures.

Rock Trust electronic case management system uses 'Views'.

We may have to disclose your data, if required, to the police, regulatory bodies or legal advisors.

The work done by Upstream is independently monitored by Heriot Watt University. However, all information provided to the University is anonymised and it is not possible to identify any individual who has taken part in the survey.

Your rights in relation to the information we hold

Right of access: You have a right to ask for access to the information we hold. We will aim to give you this access as soon as possible but within a month maximum. We reserve the right to remove any Third Party information.

Right of erasure: We will hold your data for 6 years after we have finished supporting you. In some cases we are required by legislation or contract requirements to keep your data for longer. E.g. safeguarding information.

Lawful basis for processing: The General Data Protection Regulation (GDPR) requires Rock Trust to state the lawful basis for processing your personal data. Rock Trust processes your data under lawful processing conditions:

- *'Processing is necessary ... in the public interest.....and the data controller believes there is a need for the service'*
- *'Processing is necessary because of substantial public interest ... and there are appropriate safeguards.'*
- *'Processing is necessary for the provision of health or social care systems and services*

Complaints or Problems

If you have any concerns about how we are handling your data please let your support worker or another Rock Trust staff member know and we will investigate your concerns in line with our Complaints Policy.

If you are not satisfied with the response to your complaint, you can contact the Information Commissioner's Office: www.ico.org.uk

The information held about me by rock Trust may be used for the planning, development and Delivery of services, including helping to establish value for money with the local Council. Additionally, it may be used for research and statistical purposes where it is appropriate to do so. Outcomes information collected may be shared with third parties in the interests of housing support related research or for the further provision of non-housing related support services. Information used for these purposes will be stored securely and used anonymously.

For more information on the Upstream project, please visit our website:

<https://www.rocktrust.org/>

