



Privacy Notice – Pupils

Policy Code:	Gov8
Policy Start Date:	May 2021
Policy Review Date:	May 2022

1. Introduction

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school. The school uses and processes pupil information within the remit of the Regulation (EU) 2016/679 (General Data Protection Regulation), referred to throughout this statement as the GDPR.

2. The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address, gender);
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Assessment information (such as internal tests, pupils' progress information and examination results);
- Medical information (such as allergies to food, medication a student may require and medical incidents that have occurred inside or outside school that may affect learning);
- Special Educational Needs and Disabilities information (such as specific learning difficulties, specific medical needs and previous learning or medical needs);
- Behavioural information (such as rewards, achievements, incident slips and exclusions);
- Post-16 information (such as destinations data).

3. Why we collect and use this information

We use the pupil data:

- To support pupil learning;
- To monitor and report on pupil progress;
- To provide appropriate care and guidance;
- To assess the quality of our services;
- To comply with the law regarding data sharing.

4. The lawful basis on which we process this information

We collect and use pupil information under Article 6(1c and 1e) and Article 9(1, 2b and 2f) of the GDPR; this enables the school to process information such as assessments, special educational needs requests, Departmental Censuses under the Education Act 1996, examination results and other such data processes that relate educational data to the individual within the requirements for the school to provide education for the individual.

5. Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

6. Storing pupil data

We hold pupil data in line with our Data Retention Guidelines, which are available upon

request.

7. Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us;
- Local Authorities;
- The Department for Education (DfE);
- The School Nursing Team;
- The National Health Service;
- Our Careers Advisory Service;
- Our Educational Welfare Service.

8. 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) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

9. Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census), go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

10. Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to Local Authorities and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Youth support services;
- Careers advisers;
- Post-16 education and training providers.

A parent or guardian can request that only their child's name, address and date of birth is passed to their Local Authority or provider of youth support services by informing us. This right is transferred to the child/pupil once he/she reaches the age of 16.

For more information about services for young people, please visit the relevant Local Authority website.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with Local Authorities and/or provider of youth support services as they have responsibilities in relation to the education

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or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Post-16 education and training providers;
- Youth support services;
- Careers advisers.

For more information about services for young people, please visit the relevant Local Authority website.

11. 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 to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, Local Authorities and awarding bodies.

We are required by law to provide information about our pupils to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The Department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis;
- Producing statistics;
- Providing information, advice or guidance.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data;
- The purpose for which it is required;
- The level and sensitivity of data requested: and
- The arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the Department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the Department has provided pupil information,

(and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

12. CCTV in school

CCTV systems are installed (both internally and externally) in premises for the purpose of enhancing security of the building and its associated equipment, as well as creating a mindfulness among the occupants, at any one time, that a surveillance security system is in operation within and/or in the external environs of the premises during both the daylight and night hours each day. The systems comprise of a number of fixed and dome cameras with some having sound recording capability. CCTV surveillance at the School/ETB is intended for the purposes of:

- Protecting the school buildings and school assets, both during and after school hours;
- Promoting the health and safety of staff, pupils and visitors;
- Preventing bullying;
- Reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
- Supporting the Trust in a bid to deter and detect crime;
- Assisting in identifying, apprehending and prosecuting offenders; and
- Ensuring that the school rules are respected so that the school can be properly managed.

13. Photographing and Naming of Students in relation to Marketing and Publicity – Data Protection Act Update (GDPR) – May 2018

To celebrate the achievements of our students we would like to display photographs and information about the wide range of activities with which our students are involved. This may range from academic achievement and exam success to photos of students participating in trips and extra-curricular events. This is to recognise their personal success, generate enthusiasm and to inspire current and future generations of students. These displays may be internal on notice boards, the school newsletter, the school brochure or externally on the school website and school social media accounts or in the local and national media by way of photographs, names and interviews.

Please look carefully through all the consent permissions listed and circle Yes or No to all the boxes. A record of your responses will be collated and stored in school.

Please understand that permissions below ONLY relate to marketing and publicity at the school and the Community Inclusive Trust. There will be educational instances where your child may be recorded (as part of certain subject syllabi) and photos taken and stored on internal IT systems which are an essential part of the school's day to day functions. You may not have the option to opt out of these occurrences.

Even after giving permission via this letter, at any point in the future you have the right to withdraw consent for any of the permissions given. Please contact us via enquiries@citacademies.co.uk

If you have any queries in relation to this letter then please contact Mr T Booth as the Trust's Data Protection Officer at the email address above.

14. School/Trust Newsletters

Again, to celebrate the achievements of our students we would like to keep you informed via a school newsletter. Under the new GDPR Law we do require you consent to send this information out to you in both electronic format and hard copy.

15. Requesting access to your personal data

Under Data Protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, contact:

Mr T Booth, Data Protection Officer, Community Inclusive Trust, Poplar Farm School, Helmsley Road, Grantham NG31 8XF. E-mail: tom.booth@citacademies.co.uk

16. Disposal of records

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

For example, we will shred or incinerate paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the Trust's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with Data Protection law.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

17. Contact

If you would like to discuss anything in this privacy notice, please contact: Mr T Booth, Community Inclusive Trust, Poplar Farm School, Helmsley Road, Grantham, Lincolnshire. NG31 8XF.

Telephone: 03300 585520

Mobile: 07795 248836

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