

PRIVACY NOTICE - STUDENTS

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VERSION CONTROL

Version No:	Type of change	Date	Revisions from previous version
1.0	Annual review	Sept 2020	
3.0	Annual review	Sept 2021	Terminology updated to read UK Data Protection Law where necessary
3.1	Annual review	Jan 2023	No changes required.
3.2	Interim review	Mar 2023	Contact details for DOP updated.
3.3	Amendment	May 2023	Changed to bi-annual review frequency
3.4	Bi-annual review	Sept 2024	Date changes only

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1. POLICY STATEMENT

- a. You have a legal right to be informed about how the Academy and City Learning Trust (CLT) uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data
- b. This privacy notice explains how we collect, store and use personal data about you.
- c. We, The City Learning Trust, High Lane, Burslem, Stoke on Trent, ST6 7AB is the 'data controller' for the purposes of UK data protection law.
- d. Our Data Protection Officer is Nathan Legg (see 'Contact us' below).
- e. The Academy Headteacher/Principal acts as the representative of the data controller, in their Academy, on a day-to-day basis.

2. PROCESS FOR COMPLIANCE AND IMPLEMENTATION

2.1 The Personal Data We Hold

- a. We hold some personal information about you to make sure we can help you learn and look after you at school.
- b. For the same reasons, we get information about you from some other places too – like other schools eg the primary school you attended, the local authority and the government.
- c. This information includes: (This is by no means an exhaustive list)
 - i. Your full name and any preferred name
 - ii. Your date of birth
 - iii. Your home address
 - iv. Your contact details (home telephone number)
 - v. Your school email address
 - vi. Your parent/carer's name and contact information (telephone number & email address)
 - vii. Your test/exam results/school reports
 - viii. Details of any additional support you may receive in school for example special educational needs.
 - ix. Details of any behaviour issues or exclusions from school
 - x. Photographs taken in school
 - xi. Video images recorded in school
 - xii. CCTV images that are captured in school
 - xiii. Dietary information (if you have any specific foods you can or cannot eat)
 - xiv. Unique Pupil Number (an identification number that is given to you whilst you are at school)
 - xv. Safeguarding information (information to keep students safe if they are in danger of being harmed).
 - xvi. Detail of other schools that you have attended
 - xvii. Detail of any accidents you have had in school
 - xviii. Immigration details (information which says that you can live in this country)
- d. We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):
 - i. Race, ethnicity, religious beliefs
 - ii. Health, including any medical conditions, and sickness/attendance records
 - iii. Finger prints (biometric data)
- e. We may also hold data about you that we have received from other organisations, including other schools, Local Authorities and the Department for Education.

2.2 Why We Use This Data

- a. We use this data to help us to look after you and support you at school and to help run the school, including to:
 - i. Get in touch with you and your parents/carers when we need to
 - ii. Check how you're doing in exams and work out whether you need any extra help
 - iii. Look after your wellbeing
 - iv. Track how well the school as a whole is performing

2.3 Use Of Personal Data In Automated Decision Making And Profiling

- a. We don't currently put your personal information through any automated decision making or profiling process. This means we don't make decisions about you using only computers without any human involvement.
- b. If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

2.4 Our Lawful Basis For Using This Data

- a. We only collect and use personal information about you when the law allows us to. Most often, we use your information where:
 - i. We need to comply with the law
 - ii. We need to use it to carry out a task in the public interest (in order to provide you with an education)
- b. Sometimes, we may also use personal information where:
 - i. You, or your parents/carers have given us permission to use it in a certain way
 - ii. We need to protect your interests (or someone else's interest)
- c. Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.
- d. Where we have got consent to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

2.5 Our Basis For Using Special Category Data

- a. For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:
 - i. We have obtained your explicit consent to use your information in a certain way.
 - ii. We need to use your information under employment, social security or social protection law.
 - iii. We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
 - iv. The information has already been made obviously public by you.
 - v. We need to use it to make or defend against legal claims.
 - vi. We need to use it for reasons of substantial public interest as defined in legislation.
 - vii. We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law.
 - viii. We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law.
 - ix. We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest.
- b. For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:
 - i. We have obtained your consent to use it in a specific way.
 - ii. We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
 - iii. The data concerned has already been made obviously public by you.
 - iv. We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims.
 - v. We need to use it for reasons of substantial public interest as defined in legislation.

2.6 Collecting This Information

- a. Whilst in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.
- b. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

2.7 How We Store This Data

- a. We will keep personal information about you while you are a student at the Academy. We may also keep it after you have left the Academy, where we are required to by law.
- b. We have a Records Management Policy which sets out how long we must keep information about students. You can obtain a copy of the Records Management Policy from our website or by contacting the Headteacher/Principal at the Academy.
- c. We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.
- d. We will dispose of your personal data securely when we no longer need it.

2.8 Data Sharing

- a. We do not share personal information about you with anyone outside the Academy and the City Learning Trust without permission from you or your parents'/carers, unless the law and our policies allow us to do so.
- b. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:
 - i. Our Local Authority – because the law says we have to share certain information, such as: safeguarding concerns (information about children who could be at harm and exclusions information) (information about poor behaviour that results in you not being allowed back into school for a number of days).
 - ii. The Department for Education because the law says we have to share certain information.
 - iii. City Learning Trust member schools: Haywood Academy, Mill Hill Primary Academy, Smallthorne Primary Academy, Trentham Academy, this is to allow for the collaboration of teaching and learning across the Trust.
 - iv. Your parents/carers so that we can tell them how well you are doing in school.
 - v. Examining bodies – so that you can do tests and examinations.
 - vi. Ofsted because the law says we have to share certain information.
 - vii. Suppliers and service providers – to enable them to give to us the service we have asked them for including App or cloud server providers and online learning platforms provider.
 - viii. Supply teachers who cover for absent teachers so you can continue to receive your education.
 - ix. Volunteers who work in our Academies to support teachers and administrators.
 - x. Student teachers who work in our Academies alongside teaching staff as part of their study programme to become qualified teachers.
 - xi. Education and training providers and careers advisers to fulfil our legal duty to ensure that students in year 8 – year 13 have the opportunity to access a range of independent careers guidance.
 - xii. Security organisations - to help us to keep you safe in school
 - xiii. Health authorities and social welfare organisations - so that we can keep you safe and healthy in school.
 - xiv. Professional people who give us advice to help to keep you safe and healthy and happy in school. The laws says we have to do this.
 - xv. Police forces and courts, because the law says we have to.

2.9 National Pupil Database

- a. We have to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.
- b. Some of this information is then stored in the [National Pupil Database](#), which is owned and managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.
- c. The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.
- d. The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.
- e. You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).
- f. You can also [contact the Department for Education](#) if you have any questions about the database.

2.10 Transferring Data Internationally

- a. If we have to share data with an organisation that is based outside the European Economic Area, we will protect your data by following UK data protection law.

3. RESPONSIBILITIES

3.1 How to access personal information we hold about you

- a. You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.
- b. If we do hold information about you, we will (unless there's a really good reason why we shouldn't)
 - i. Give you a description of it
 - ii. Tell you why we are holding and using it, and how long we will keep it for
 - iii. Explain where we got it from, if not from you or your parents/carers
 - iv. Tell you who it has been, or will be, shared with
 - v. Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
 - vi. Give you a copy of the information

- c. You may also ask us to sent your personal information on to another organisation electronically in certain circumstances.
- d. If you would like to make a request, please contact our Data Protection Officer.

3.2 Your other rights regarding your data

- a. You have other rights over how your personal data is used and kept safe, including the right to:
 - i. Say that you don't want it to be used if this would cause, or is causing, harm or distress
 - ii. Stop it being used to send you marketing materials
 - iii. Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
 - iv. Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
 - v. In some cases, be notified of a data breach.
 - vi. Make a complaint to the Information Commissioner's Office
 - vii. Claim compensation if the data protection rules are broken and this harms you in anyway.
- b. To exercise any of these rights, please contact our Data Protection Officer.

4. COMPLAINTS

- a. We take any complaints about our collection and use of personal information very seriously, so please let us know if you think we've done something wrong.
- b. You can make a complaint at any time by contacting our Data Protection Officer.
- c. You can also complain to the Information Commissioner's Office in one of he following ways:
 - i. Report a concern online at <https://ico.org.uk/concerns/>
 - ii. Call 0303 123 1113
 - iii. Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

5. CONTACT US

- a. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

Nathan Legg
City Learning Trust
High Lane
Burslem
Stoke on Trent
ST6 7AB

Email: dataprotection@citylearningtrust.org