

# **CREATE LEARNING TRUST**

## **Privacy Notice**

### **(How we use pupil information)**

#### **The categories of pupil information that we process include:**

- Personal information - such as name, address, unique pupil number
- Characteristics - such as ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information - such as sessions attended, number of absences and reasons
- Assessment information
- Medical information
- Special educational needs information
- Exclusions/behavioural information

#### **How we use this information**

We use the pupil data:

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

#### **The lawful basis we rely on to use this information**

We collect and use pupil information under Article 6 and Article 9 of General Data Protection Regulation (GDPR) and for Data collection Census purposes - Education Act 1996, more information available here <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

#### **Collecting pupil information**

Most information you supply to us is mandatory, but some information is provided to us on a voluntary basis. In order to comply with current Data Protection legislation, we will inform you whether you are required to provide certain pupil information or if consent is needed. Where consent is required, the school will provide you with clear information regarding why the data is being collected and how the data will be used.

#### **Retention and Disposal of pupil data**

All personal data is processed in line with the Trust's Data Protection Policy, and we retain and dispose of records in accordance with our Records Retention and Destruction Policy.

#### **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE) (Statutory)
- School Nurse, NHS.
- The National Pupil Database (NPD)

### **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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **Data collection requirements**

Additional information about data processed by the Department for Education can be found at the following links:

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

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

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

To contact 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 about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Headteacher. The Data Protection Officer for this school is John Cook – [John@cooklawyers.co.uk](mailto:John@cooklawyers.co.uk)

### **Individual's Rights**

The right to be informed - Individuals have the right to be informed about the collection and use of their personal data.

The right of access - Individuals will have the right to obtain:

- confirmation that their data is being processed.
- access to their personal data; and
- other supplementary information
- The right to rectification - Individuals have the right to have inaccurate personal data rectified.
- The right to erasure - individuals can request to have personal data erased, also known as the 'right to be forgotten'. Individuals can make a request for erasure verbally or in writing

and we have a month to respond. The right is **not absolute** and only applies in certain circumstances.

- The right to restrict processing - Individuals have the right to request the restriction or suppression of their personal data. This is **not an absolute** right and only applies in certain circumstances.
- The right to data portability - Individuals can obtain and reuse their personal data for their own purposes across different services. This right only applies to information an individual has provided to a controller.
- The right to object – to processing including direct marketing (including profiling); and processing for purposes of scientific/historical research and statistics.
- Rights in relation to automated decision making and profiling – you can object to decision making based solely on automated means without any human involvement.

## **Contact**

If you have any concerns or questions about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. If we cannot answer your concern to your satisfaction, then you have the right to contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Also, if you would like to discuss anything in this privacy notice, please contact the Headteacher.