

THE CHARTER SCHOOLS

EDUCATIONAL TRUST

Pupil-friendly privacy notice

Functional area	Data Protection
Scope	Trust-wide
Owner	DPO – Shalene Varcoe
Version	V3
Effective date	March 2023
Next review due	March 2026

Privacy notice – how your school uses pupil information

1. What is a privacy notice?

There is a law that keeps your information safe – things like your address, date of birth and phone number. Your school and other people collect and use information for all kinds of reasons, and the law tells them exactly what they are allowed to do with information that belongs to you.



We collect some information about our pupils, like you. It's our job to tell you how we collect the information, how we record it and how we use it.

In this notice, you will see different names or terms used that you may not be familiar with, such as:

- **Data controller:** This person (or group of people, like our Trust and its schools) is in charge of the information we collect.
- **Data processor:** This person processes information for us.
- **Data protection officer (DPO):** This person makes sure we do everything the law says. The school's DPO is Shalene Varcoe.
- **Personal data:** This means any information that can be used to identify you, such as your address and date of birth.
- **Special category data:** This is personal data that needs more protection because it is sensitive.

2. Who looks after your information?

Your school is part of a family of schools known as The Charter Schools Educational Trust (the 'Trust'). It is the Trust that is the data controller of the personal information you give to us – we look at how and why your information is collected and used.

Sometimes your school has to give your information to other people, such as the government, but we will only give away your information when you say it is ok or when we have a lawful reason to do so. When we give your data to someone else, they must look after it and keep it safe.

3. What information do we collect and use?

The categories of information that your school collects and uses include the following:

- **Personal information that can identify you** – this includes information like your name, contact details and address.
- **Characteristics** – this includes information like what language you speak and your ethnicity.

- **Safeguarding information** – this includes important information that helps us to keep you safe from harm.
- **Special educational needs and disabilities** – this includes information about any additional needs you have that we need to support you with.
- **Medical information** – this includes information about your health and any medical conditions you have that we need to know about to keep you safe and well.
- **Attendance information** – this includes information about your attendance at school, how many times you have missed school, and why you could not come to school.
- **Your assessment information** – this includes information about any tests or examinations you take at school.
- **Behavioural information** – this includes information about any time you have been suspended or excluded from school and why.
- **Extracurricular information** – this includes information about any time you have taken part in a school organised trip, activity or event.
- **Financial information** – this includes information that helps us to make sure that pupils who need it receive additional financial support such as free school meals or post 16 bursaries where they qualify for it.
- **Biometric information** – some of our schools use fingerprint recognition systems to enable cashless transactions for items such as school meals.
- **Images** – this includes photos, videos and CCTV images.

4. Why do we collect and use your information?

We collect and use your information for the following reasons:

- To support your learning
- To monitor and report on your progress
- To provide appropriate support
- To assess the quality of our service
- To comply with the law regarding data sharing
- To keep you safe

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

- I. **It is necessary for us to perform a task which is in the public interest or to exercise our official duties as a multi academy trust and schools.**
- II. **It is necessary for us to comply with the law**
- III. **You or your parents/carers have given their consent**

- IV. **We need to protect the individual's vital interests (or someone else's vital interests). This may cover an emergency situation.**
- V. **The processing is necessary for our legitimate interests as a group of schools or the legitimate interests of a third party.**

5. Special Category data

When we process 'special category' data, we must have another legal basis as well. Special category data is personal data which reveals a person's racial or ethnic origin, political opinion, religious or philosophical beliefs, trade union membership, genetic data, biometric data (such as fingerprints), health, sex life or sexual orientation.

The main legal bases we rely on when we process this type of data is as follows:

- I. **The data subject has given explicit consent:** This is usually applicable where we ask for health, dietary information or biometric data (such as fingerprints).
- II. **The processing is necessary for performing any right or obligation which is imposed on the school in relation to employment, social security and social protection law (e.g. safeguarding individuals at risk; protection against unlawful acts; prevention against fraud):** This is usually applicable where we are performing our safeguarding duties to protect pupils.
- III. **It is necessary to protect the vital interests of any person where the data subject is physically or legally incapable of giving consent:** This could be relied upon in situations where someone has become seriously ill on our premises and we are asked by medical practitioners (such as paramedics), to share information we know about that person's health or allergies.
- IV. **The processing is necessary for the establishment, exercise or defence of legal claims:** This allows us to share information with our legal advisers and insurers.
- V. **The processing is necessary in the substantial public interest:** This may be relied upon in circumstances where our processing is necessary to safeguard children or others at risk or where we respond to requests from the Police or law enforcement bodies, to assist in an investigation to prevent or detect an unlawful act.

6. How do we collect your information?

These are the ways we collect your information:

- School admissions forms
- School registration forms

- Information sent from your old school (sometimes called a common transfer file)
- Information from medical professionals
- Information included in an Education and Healthcare Plan

Collecting and using your information is really important to make sure the school can run properly. You must give us most of the information we need, but there is some information that you can choose whether to give it to us. We will let you know when we collect your information whether you need to provide the information to us or if you have a choice.

7. How long will we keep your information and how do we keep it safe?

We do not keep your information forever, only for as long as we need it. We have rules that tell us when to keep it and when we should safely delete it. You can ask us for these details if you want to but in most cases we only retain your personal information up to your 25th birthday.

We also have rules in place to make sure we keep your information safe.

8. Will your information be shared?

We normally share your information with:

- Our local authority – This is the local government that we work with to support your education and welfare.
- The Department for Education - We share pupils' data with the DfE to ensure that the school receives the money it needs to deli your education and to support the DfE as it reviews its education policies.
- Your family and/or any authorised representatives
- Educators and examination bodies
- Our regulator e.g. Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for. E.g. providers of our school prospectus (if consent has been given to share your photograph)
- Financial organisations – for purposes of post 16 bursaries or Free School Meals
- Our auditors
- Media or local news organisations – we may share photos of our pupils and/or their results and achievements if you or your parents have given consent to this.
- Organisations offering pupil work experience placements
- Police forces, courts, tribunals
- Third party software providers supporting the education and safeguarding of our pupils including our MIS and safeguarding software providers.

9. Why do we share your information?

We do not share your information with anyone without your permission, unless the law and our rules say we can or should.

Youth support services

Once you reach the age of 13, we may pass your information to the LA and/or the organisation who helps us to deliver youth support services because they have responsibilities in relation to the education or training of 13- to 19-year-olds.

We share this information with them to make sure they can provide the following services:

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

We will only share your name, address and date of birth, but if your parents or the person who looks after you gives their permission, we may share other relevant information. When you turn 16, it is up to you whether you want to share this information.

Department for Education (DfE)

The school needs to share certain information with the DfE to make sure we meet certain laws, including Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

If you have a question about what these laws mean, you can ask the Trust Data Protection Officer, Shalene Varcoe on svarcoe@tcset.org.uk

All information we share with the DfE is given to them safely and kept by the DfE under strict safety rules.

10. How does the government use your information?

The pupil information that we need to share with the DfE:

- Makes sure your school can get the money it is entitled to in order to deliver your education.
- Helps the government to create rules for schools.
- Helps the government to research future rules that may need to be put in place for schools.

To find out more about why we need to give the DfE your information, follow this link:
<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

A lot of the data you give to us goes on to be stored on the NPD.

This database is looked after by the DfE and has information about pupils in schools in England.

You can find out more about the NPD by following this link: <https://www.gov.uk/guidance/how-to-access-department-for-education-dfe-data-extracts>.

Sharing by the DfE

The DfE is legally allowed to share your personal information with certain individuals and organisations, including the following:

- Schools
- Local Authorities
- Researchers
- Organisations that support your wellbeing
- Other parts of the government
- People that fight crime

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the DfE holds about you

You are legally allowed to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it uses your personal information.
- What information it holds about you.
- Why your information is held and who it might be shared with.
- For a copy of your personal data and any details of its source.

You can find out more about this by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link:

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

11. What are your rights?

You and your parents or legal guardians (with your permission after your 13th birthday) have the right to:

- Be told how we use your information.

- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it is not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.
- Say no to direct marketing (people trying to sell you things).
- Stop people using your information for scientific, research or statistical purposes.

You also have the right **not** to be subject to decisions based purely on automated processing. This means that we will not make important decisions about you and your education based only on what a computer tells us. We will always think carefully about these decisions to make sure you are treated fairly.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you want more information about how schools or other organisations use your personal data, you can contact the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113 or using their live chat which can be accessed through this link:

<https://ico.org.uk/global/contact-us/live-chat>

12. Will you need to read this again?

Sometimes we need to change this privacy notice, so it is important that you take a look every now and then to make sure you are happy with it.

The last time we changed this privacy notice was **March 2023**

Four important things to understand

Now you have read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job.
- We may share your information with others, but only when we really need to.
- We will ask for your permission to share your information whenever you have a choice.
- You can tell us not to share your information, even when you have said yes before.

If you have any questions, Shalene Varcoe, The Trust data Protection Officer, will be happy to help you. **You can contact them at svarcoe@tcset.org.uk**