

# Privacy Notice for Younger Pupils

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Purpose	A guide to how we use your child's information		
This policy links to:	Data Protection		

If you would like this information in another language or format, please speak to the Trust Human Resources.

Phone: 01543 622433

## **Pupil Privacy Notice for parents of younger pupils - Key Information**

St Chad's Academies Trust and its associated academies are referred to in this key information notice as the **academy trust** or **we**. This key information notice is to help you understand **how** and **why** the academy trust collects personal data about your child and what we do with that information. It also explains the decisions that you can make about your child's personal data. The academy trust is responsible for how your personal data is used under data protection law.

The Academy Trust uses all sorts of personal data. For example, we use information about your child's progress in lessons, information we need to take care of your child and their extra-curricular activities. Photos and videos of your child also count as their personal data.

The Academy Trust uses your child's personal data to:

- teach your child and our other pupils.
- monitor the behaviour of your child and others and to take action where appropriate.
- look after your child and other people e.g., their friends and their teachers.
- enable the Trust to comply with its legal obligations, to assist the Trust regarding the management and operation of the school and to advance and protect the Trust's interests, objects and reputation; and
- fundraise, market and promote the Academy Trust. For example, by using photos of our pupils in the Academy Trust prospectus, on the School or Trust's website or on social media.

Here are some examples of how we use your child's personal data and where that personal data comes from.

- Admission and enrolment forms give us lots of personal data about your child. We get information from you, your child's teachers, and other pupils. Your child's old school also gives us information about your child so that we can teach and care for your child.
- Sometimes we get information from your child's doctors and other professionals where we need this to look after your child.
- We may need to share some of your child's personal data with the government (e.g., the Department for Education). We will need to tell the local authority that your child attends the Academy Trust, if your child leaves the Academy Trust or if we have any concerns about your child's welfare.
- We may use photos or images (including video recordings) of your child to show prospective pupils what we do here and to advertise the Trust. We may continue to use these photos and videos after your child has left the Academy Trust.
- Sometimes we use photos and videos for teaching purposes, for example, to record a drama lesson.
- We publish our public exam results, sports fixtures and other news on the website. We also put articles and photos in the local news to tell people about what we have been doing.
- We use CCTV to make sure the Academy sites are safe and sometimes to investigate incidents (e.g., where pupils have been misbehaving or someone has been injured). CCTV is not used in private

areas such as changing rooms or toilets. For more information about our use of CCTV please see our CCTV Policy.

You can exercise the following rights regarding your child's personal data:

- correction of your child's personal data.
- access to your child's personal data.
- deletion of your child's personal data in certain circumstances.
- portability - the transfer of your child's personal data to you or a third party.
- restriction of use of your child's personal data; and
- the right to object to the use of your child's personal data in certain circumstances.

These rights are explained in more detail in the full privacy notice, and the Data Protection Officer can give you more information. These rights don't apply in all cases.

If you would like to know more about how we use your personal data, you can find the full version of our pupil privacy notice on the Academy Trust's website. You can also get a copy of the full privacy notice by contacting the Academy Trust on 01543 622433 or by speaking to your child's form tutor.

The full version includes additional points, such as:

- more information on why we use your child's personal data.
- for how long the Academy Trust keeps your child's personal data; and
- our lawful bases for using your child's personal data.

The Data Protection Officer is the person responsible at our School for managing how we look after personal data. The Data Protection Officer can answer any questions which you may have about how we use your child's personal data.

## **1.0 Introduction**

- 1.1 St Chad's Academies Trust and its associated academies are referred to in this notice as the academy trust or we. This notice is to help you understand **how** and **why** the academy trust collects personal data about your child and what we do with that information. It also explains the decisions that you can make about your child's personal data. The academy trust is responsible for how your personal data is used under data protection law.
- 1.2 We are giving you this notice because you are able to exercise your child's data protection rights on their behalf. When your child is older (usually when they reach the age of 12) they will usually be considered to have enough understanding to exercise their own data protection rights.
- 1.3 If you have any questions about this notice, please talk to your child's form tutor or the Data Protection Officer.

## **2.0 What is "personal data"?**

- 2.1 Personal data is information that we hold about your child, and which identifies your child (either directly or indirectly).
- 2.2 This includes information such as their date of birth and address as well as things like exam results, medical details and behaviour records. CCTV images, photos and video recordings of your child are also personal data.

## **3.0 Where we get your child's personal data from and who we share it with**

- 3.1 Your child's personal data comes from a number of different sources. For example, the Trust's admissions forms, our teachers, you, your child's previous schools and any future school, other pupils and their parents. We might also get information from the government e.g the local authority might give us information that we need to look after your child.
- 3.2 We will also share information with these people and organisations.
- 3.3 The sections below contain further information about where we get your child's personal data from and with whom it is shared.

## **4.0 The purposes for which we use your child's personal data and the lawful bases**

- 4.1 The Academy Trust needs to use your child's personal data to:
- teach your child and our other pupils.
  - monitor the behaviour of your child and others and to take action where appropriate.
  - look after your child and others e.g. your child's friends and their teachers;
  - enable the Trust to comply with its legal obligations, to assist in the management and operation of the Academy Trust and to advance and protect the Trust's interests, objects and reputation; and

- fundraise, market and promote the Academy Trust. For example, by using photos of our pupils in the Academy Trust prospectus, on the Academy or Academy Trust's website or on social media.

4.2 Under data protection law, the Academy Trust can only use personal data if it has a lawful basis for doing so. The lawful bases that we are relying on when handling your child's personal data are as follows:

- **Public task:** This allows the Academy Trust to use personal data where doing so is necessary in order to perform a task in the public interest or to exercise one of our functions or powers as an academy trust. This basis applies to purposes 1, 2, 3 and 4 above. For example, when we teach and look after your child. It also sometimes applies to purpose 5 listed above, for example, when we use a photo or video of your child to show people what the academy is like.
- **Legal obligation:** The Academy Trust might need to use your child's personal data in order to comply with a legal obligation. For example, to report a safeguarding concern to Children's Services. Occasionally we may have a legal obligation to share your personal data with third parties such as the court.
- **Vital interests:** In limited circumstances, we may use your child's personal data to protect your child's vital interests or the vital interests of someone else. For example, to prevent someone from being seriously harmed or killed.
- **Legitimate interests:** This means that the Academy Trust is using your child's personal data where this is necessary for our legitimate interests or someone else's legitimate interests. Legitimate interests only applies where these legitimate interests are not overridden by your interests, rights and freedoms. Legitimate interests sometimes applies to purpose 5 listed above. For example, if we use a photo or video of your child to advertise our commercial activities, e.g. when we hire out our sports hall.

4.3 The section below contains more information about our purposes for using your child's personal data and the lawful bases.

## 5.0 Our purposes and lawful bases in more detail

5.1 This section contains more detail about the purposes for which your child's personal data is used, the applicable lawful basis or bases as well as further information about sources and recipients. It does not say anything different to what's set out above but goes into more detail.

5.2 We have used a colour coded system so that you can see which bases we are relying on for each of the purposes described at paragraphs 0 to 5.57. **LI** means legitimate interests, **PI** means public task, **LO** means legal obligation and **VI** means vital interests. So **LO, PI** means that we are relying on both legal obligation and public task for that purpose.

5.3 Our main reason for using your child's personal data is to provide your child and other pupils with an education (**LO, PI**).

5.4 We will also use your child's personal data to safeguard and promote your child's welfare and the welfare of others (for example, so that we can look after your child if they are hurt) (**LO, PI, VI**).

- 5.5 We will use information about your child during the admission and enrolment process e.g. [• when marking entrance exams and considering any information provided on the registration form] (LO, PI).
- 5.6 We may let your child's previous school know that you are going to join the Academy and may share information with them about how you are getting on (PI).
- 5.7 The admission and enrolment forms which you complete give us personal data about your child such as their name [•, contact details, learning disabilities, any particular difficulties they have with work, hobbies and interests, medical information (such as information about an allergy) and their family circumstances] (LO, PI).
- 5.8 We get information from your child, his / her teachers and other pupils. Your child's old school also gives us information about how well your child did and any difficulties they had if we need this information to teach and take care of them (LO, PI).
- 5.9 Sometimes we get information from your child's doctor and other professionals where we need this to look after your child or take this into account when making decisions (LO, PI).
- 5.10 We need to tell all appropriate members of staff if your child has a health issue and use their medical information to look after them and help us to make decisions (LO, PI).
- 5.11 We will tell your child's teachers if he or she has special educational or other additional needs and/or requires extra help with some tasks (LO, PI).
- 5.12 We may need to share information about your child (e.g. about their health and wellbeing) with the School nurse or counsellor (LO, PI).
- 5.13 If we have information that your child suffers from an allergy we will use this information so that we can look after your child and take it into account when we make decisions (LO, PI, VI).
- 5.14 If we have information that your child has a disability, we will use information about that disability to provide support for your child, adjust our policies and take it into account when we make decisions (LO, PI).
- 5.15 Where appropriate, the Academy Trust will have information about your child's religious beliefs or other beliefs and practices. For example, if your child does not eat certain foods (LO, PI).
- 5.18 We will also hold information such as your child's religion or ethnic group for the purposes of Complying with the Trust's safeguarding and child protection obligations (e.g., sharing information with the local authority).  
  
To look after the health and wellbeing (including mental health) of pupils, (e.g., making reasonable adjustments for pupils with disabilities, recording information about health issues, providing mental health support, for emergency medical treatment).
- 5.19 We use CCTV to make sure the Academy Trust site is safe. We may also use CCTV in relation to complaints and any incidents which take place on our sites (e.g., where pupils have been misbehaving or someone has been injured). Images captured of your child via CCTV will be your child's personal data. CCTV is not used in private areas such as changing rooms (LO, PI). For more information about our use of CCTV please see our CCTV Policy.
- 5.20 We will use your child's personal data to take other steps to make sure the Academy site and buildings are safe, for example, we keep a record of who is on the site at any given time] (PI).

- 5.21 We will be told if your child is eligible to receive free school meals so that we can provide these (LO, PI).
- 5.22 We may share information about your child with (and get information from) health authorities, providers of healthcare services and healthcare professionals, for example, in relation to pupil immunisations (LO, PI).
- 5.23 We record your child's attendance and if he or she has time away from the Academy Trust we record the reason(s) why. We share this information with the local authority (LO, PI).
- 5.24 We will need to share some of your child's information with regulators and with the government (e.g. the Department for Education). We give lots of examples in the sections below (LO, PI).
- 5.25 We will need to provide your personal data to the local authority (e.g. that your child attends the Academy, if your child leaves the Academy or let them know if we have any concerns about your child's welfare). The local authority may also share information with us for these reasons (LO, PI).
- 5.26 We may need to share information about your child with the Health and Safety Executive (a government organisation) if there is a health and safety issue (LO).
- 5.27 When we are inspected by Ofsted, we will have to make your child's personal data available to the inspectors to assist them with their inspection (LO, PI).
- 5.28 If the Academy Trust receives a complaint or grievance which involves your child we will need to use their personal data to deal with this appropriately. For example, if you make a complaint or if another parent complains about an issue which involves your child (LO, PI).
- 5.29 The Academy Trust may share information about your child with the local authority for the purpose of the preparation, implementation and / or review of your child's Education Health and Care Plan (LO, PI).
- 5.30 We may use your child's personal data in connection with legal disputes (LO, PI).
- 5.31 We are legally required to provide the Department for Education with certain information about your child. Some of this information will be stored on the National Pupil Database. Organisations can request information from the National Pupil Database which includes information about your child. But they are only allowed to do this for limited purposes, and they must be very careful about how they use your child's personal data. More information can be found here - <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> (LO, PI).
- 5.32 We will need information about any court orders or criminal petitions which relate to your child. This is so that we can safeguard your child's welfare and wellbeing and the other pupils (LO, PI).
- 5.33 Depending on where your child will go when they leave us we will provide their information to other schools and colleges. For example, we will share information about your child's exam results and provide references. Any references that we provide will be confidential which means that you might not be provided with a copy (LO, PI).
- 5.34 If we hold safeguarding or child protection information about your child, our designated safeguard lead will share that with the designated safeguard leads at your child's next school (LO, PI).
- 5.35 If your child has a safeguarding file, we are legally required to pass this file to their next school (LO, PI).
- 5.36 If your child takes public examinations we will need to share information about them with examination boards. For example, if your child requires extra time in exams (LO, PI).

- 5.37 We may need to share information with the police (and/or other law enforcement agencies) and/or our legal advisers if something goes wrong or to help with an enquiry. For example, if one of your child's classmates is injured at the Academy Trust or if there is a burglary (LO, PI).
- 5.38 We use consultants, experts and other advisors to assist the Academy Trust in fulfilling its obligations and to help run the Academy Trust properly. We will share your child's information with them if this is relevant to their work (LO, PI).
- 5.39 If your child has misbehaved in a serious way, we may need to share information with the police (and/or other law enforcement agencies) and we may need to use information about the action taken by them (LO, PI).]
- 5.40 We may share some information with our insurance company to make sure that we have the insurance cover that we need or in connection with an actual or possible claim (LO, PI).
- 5.41 If the Academy Trust is dealing with a request for information, query, complaint or grievance (e.g. from a parent), we may need to share your child's information with other parties if it is relevant and appropriate to do so. For example, with the appropriate staff, pupil or parent involved and trustees (LI, PI).
- 5.42 If one of your child's teachers is subject to an internal disciplinary case and this has affected your child, we may need to use your personal child's personal data to investigate. We may also need to share your child's personal data with the government and regulators if they become involved, for example, if they need to make a decision regarding the teacher's ability to teach (PI, LO).
- 5.43 We will share your child's academic and (where fair) their behaviour records with you or their education guardian so you can support their schooling (LO, PI).
- 5.44 If your child has behaved badly in relation to one of their classmates (e.g. we suspect bullying) then we might share information with that pupil and their parents (e.g. what sanction your child has been given) (LO, PI).
- 5.45 If ever in the future, we are considering restructuring the Academy Trust, (e.g. including a new academy in the trust, merging with another trust), we may share your child's personal data with the other parties involved (such as the local authority, the Department for Education and/or the other academy trust/school(s) involved) and with the relevant professional advisors (LI, LO, PI).]
- 5.46 In the event of a transfer of the academy that your child attends to another academy trust, your child's information would be shared with the incoming academy trust as part of that process (LI, PI).
- 5.47 We will monitor your child's use of email, the internet and any internet-based platforms, mobile electronic devices e.g. iPads. In certain circumstances we will look at the content of your child's communications (e.g. emails and text messages) and your electronic devices. This is to check that your child is not misbehaving when using this technology or putting themselves at risk of harm. If you would like more information about this you can read the Acceptable Use of IT and email policy for your child's academy or speak to your child's form teacher (LO, PI).
- 5.48 The Academy Trust regularly publishes photos and videos of our pupils. If we take a photo or video of you, we might put this on our website, on our social media pages or in our prospectus. We do this to show prospective pupils what we do here and to advertise our academies (PI). We will continue to use these photos and videos after your child has left (PI) [•

- 5.49 If we would like to use a photo or video in a more unusual or high-profile way (e.g. on a banner or billboard) we will speak to you about this first.
- 5.50 Sometimes we use photos and videos for teaching purposes, for example, to record a drama lesson (PI).
- 5.51 If you have any concerns about us using photos or videos of your child please speak to your child's class teacher.
- 5.52 We publish our public exam results, sports fixtures and other news on the website and put articles and photos in the local news to tell people about what we have been doing (PI).
- 5.53 The Academy Trust must make sure that its computer systems are working well and are secure. This may involve information about your child, for example, our anti-virus software might scan files containing information about your child (PI).
- 5.54 We may share your child's personal data with the other academies in the Academy Trust. For example, how well your child has behaved and their test results (LO, PI). From time to time, we hire third parties to provide activities such as an external sports coach. We may share your child's personal data with them, for example, to tell them what sports they are good at (LO, PI).
- 5.55 Your child's personal data may be used by the academy or by someone else such as the government or school inspectors) to check that the Academy Trust continues to operate well (LO, PI).
- 5.56 We also keep some information indefinitely for archiving purposes (this is known as "archiving in the public interest" under data protection law) and for historical research purposes. This includes our legitimate interest in research; supporting long-term accountability; enabling the discovery and availability of our identity, memory, culture and history; enabling the establishment and maintenance of rights and obligations and of precedent decisions; educational purposes; and commercial and non-commercial re-use. For example, we keep some old photos so that we have a record of what our academy trusts were like in the past. Information held in our archive may be made publicly available, but this would only be done in compliance with data protection laws (LI, PI).
- 5.57 We will share your child's personal data with the trustees of the Academy Trust, and the local governors of the academy that you attend, if it concerns something they should know about or which will enable them to fulfil their role as a trustee or local governor. For example, this will apply if your child has done something really well or if there is a problem at the Academy Trust they need to know about (LO, PI).
- 5.58 We will only share your child's personal data with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally. Anyone that we share information with may give us information about your child as well.
- 5.59 As you will see from the information above, in some cases we will rely on more than one lawful basis for using your child's personal data.
- 5.60 We use service providers to handle personal data on our behalf for the following purposes:
- IT consultants who might access information about your child when checking the security of our IT network.

- caterers may have information about any food allergies or intolerances that your child has;
- we use software, apps and websites to help us with teaching, and to help us provide pastoral support to our pupils.
- we use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the Academy Trust site.

5.61 If you have any questions about any of the above, please speak to your child's form tutor.

## **6.0 Consent**

6.1 We may ask for your consent to use your child's personal data in certain ways as an alternative to any of the lawful bases above (e.g. LO or PI). For example, we may ask for your consent to send you information about a fundraising event by email.

6.2 If we ask for your consent to use your child's personal data you can take back this consent at any time, but any use of your child's personal data before you withdraw your consent remains valid. Please speak to your child's form teacher if you would like to withdraw any consent given.

## **7.0 Sending information to other countries**

7.1 When the Academy Trust sends personal data outside of the UK, we have to consider if the other country has the same level of protection for personal data as there is in the UK. Some countries are considered by the UK Government to have adequate rules, and this includes all of the European Union and some other countries, such as, Argentina, New Zealand, Norway and Switzerland.

7.2 The Academy Trust sends your child's personal data to countries with adequate rules when we:

- go on a trip to France and share your child's personal data with activity providers and the hotel]; and
- store your child's personal data in cloud computer storage with servers in Ireland.

7.3 In certain circumstances, we may send your child's personal data to countries which do not have the same level of protection for personal data as there is in the UK. For example, we may store your child's information on cloud computer storage based in the USA.

7.4 We will provide you with additional details about where we are sending your child's personal data, whether the country has an adequacy finding and if not the safeguards which we have in place outside of this privacy notice.

7.5 If you have any questions about the safeguards that are in place, please contact the Data Protection Officer.

## **8.0 For how long do we keep your child's information?**

8.1 We keep your child's personal data for as long as we need to in order to educate and look after them. We will keep a lot of information after your child has left the Academy Trust, for example, so that we can find out what happened if you make a complaint.

8.2 In some cases we may keep your child's personal data for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

8.3 Please see our Information and Records Retention Policy for more detailed information. This can be found on our website.

## 9.0 What decisions can you make about your child's personal data?

- **Correction:** if personal data held by the Trust about your child is incorrect or incomplete you can ask us to correct it.
- **Access:** you can also ask what personal data we hold about your child and be provided with a copy. This is commonly known as making a subject access request. We will also give you extra information, such as why we use this personal data about your child, where it came from and who we have sent it to.
- **Deletion:** you can ask us to delete the personal data that we hold about your child in certain circumstances. For example, where we no longer need the information.
- **Portability:** you can request the transfer of your child's information to you or to a third party in a format that can be read by computer in certain circumstances.
- **Restriction:** you can request that we restrict how we use your child's personal data in certain circumstances. Please contact your child's form teacher if you would like to know more.
- **Object:** you may object to us using your child's personal data where:
  - we are using it for direct marketing purposes (e.g. to send you an email about a fundraising opportunity).
  - the lawful basis on which we are relying is either legitimate interests or public task. Please see the section "The purposes for which we use your child's personal data and the lawful bases" above; and
  - if we ever use your child's personal data for scientific or historical research purposes or statistical purposes.

9.1 The Data Protection Officer can give you more information about your child's data protection rights. Please note that these rights don't apply in all cases, and we won't always have to comply with your request.

## 10.0 Further information and guidance

10.1 The Data Protection Officer can also answer any questions which you might have.

10.2 Like other organisations we need to keep your child's personal data safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the personal data we get fairly.

10.3 Please speak to the Data Protection Officer if:

- you would like to exercise any of your child's rights listed above; or
- you would like us to update the information we hold about your child; or

- you have any concerns about how your child's personal data is used or shared.
- 10.4 If you or your child fails to provide certain information when requested, we may not be able to perform our obligations under the contract we have entered into with you. We may also be prevented from complying with our legal obligations (such as to ensure the welfare of your child and their classmates). Failing to provide information may also adversely affect the education and care we are able to provide to your child.
- 10.5 You have a right to make a complaint to the Information Commissioner's Office ([ico.org.uk](https://ico.org.uk)). If you do have any concerns about how we have handled your child's personal data, we would kindly ask that you contact us in the first instance before you speak to the ICO so that we have an opportunity to put things right.
- 10.6 Our Data Protection Officer can be contacted at [DPO@stchads.uk](mailto:DPO@stchads.uk)