



## Privacy Notice for Pupils

### How we use pupil information

You have a legal right to be informed about how our Trust uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about you.

We, The Diamond Learning Partnership Trust, Andrew Road, Eynesbury, St Neots, Cambridgeshire, PE19 2QE, are the 'data controller' for the purposes of data protection law.

Our data protection officer is The ICT Service (see 'Contact us' below).

### The personal data we hold

We hold some personal information about you to make sure we can help you learn and keep you safe at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Personal identifiers and contacts (such as name, unique pupil number, contact details, contact preferences, date of birth, identification documents and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage 1 and phonics results, and any relevant results)
- Behaviour and achievement information
- Exclusions (and any relevant alternative provision put in place)
- Pupil and curricular records
- Photographs for identifications purposes, class photographs, school notice boards and websites (where parental permission has been given)

- CCTV images in schools where CCTV cameras are operational for security purposes
- Trips and activities

### **Why we collect and use pupil information**

We collect and use pupil information to help run the Trust and associated academies and for the following purposes:

- Get in touch with you and your parents when we need to
- To support your learning and work out whether you or your teachers need any extra help
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- Administer admissions waiting lists
- To look after your wellbeing
- To keep children safe (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us for DfE data collections

### **Our legal basis for using this data**

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide an education)
- In order to support your child's education

Sometimes, we may also use your personal information where:

- You, or your parents/carers, have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest) such as providing medical information to emergency services

Where we have got permission to use your personal 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.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

### **How we collect pupil information**

Pupil data is essential for the Trusts' operational use and for the Trust to be able to provide an education for you.

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we will make it clear whether providing it is mandatory or if you have a choice in this.

In some cases we collect pupil information via Common Transfer File (CTF) or secure file transfer from

previous school.

### **How we store this data**

We keep personal information about you while you are a pupil in our Trust. We may also keep it beyond your attendance at our Trust if this is necessary in order to comply with our legal obligations.

We have a Data Retention Policy which sets out how long we must keep information about pupils. For more information on our data retention schedule and how we keep your data safe, please contact the School Office.

### **Data sharing**

We do not share personal information about you with anyone outside the Trust without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- Schools that you attend after leaving us
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies
- Our regulator (e.g. Ofsted, Independent Schools Inspectorate)
- Suppliers and service providers – so that they can provide the services we have contracted them for such as catering services, school photographer etc.
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations (such as Educational Psychologists)
- Professional advisers and consultants
- Charities and voluntary organisations such as the academy parent PTA
- Police forces, courts, tribunals
- Professional bodies

### The National Pupil Database (NPD)

We are required to provide information about pupils to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

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.

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.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#)

You can also [contact the Department for Education](#) if you have any questions about the database.

### Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to Youthoria. Youthoria is the Youth Support Service website for young people in Cambridgeshire, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Youtharia.

### **Requesting access to your personal data**

Individuals have a right to make a **'subject access request'** to gain access to personal information that the organisation holds about them.

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.

To make a request for your personal information, contact the Headteacher.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents/carers
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

Under certain circumstances 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
- A right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. You can do this by speaking to your Headteacher or our Data Protection Officer. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Contact**

If you have any questions, concerns or would like to discuss anything in this privacy notice, please contact the Headteacher or our data protection officer:

The ICT Service [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk) or 0300 300 00 00 option 1

*Jan 2019*