



Student Privacy Notice

Introduction

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' to you where we are processing your personal data. **This notice explains how we collect, store and use personal data about pupils at our school, like you.**

The Great Schools Trust (GST) is the 'data controller' for the purposes of data protection law. Our data protection officer is Michelle Jones (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 look after you 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.

Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- your contact details, date of birth, identification documents;
- your test results;
- your attendance records;
- details of any behaviour issues or exclusions;
- safeguarding information; and
- details of any additional support received.

We may also collect, use, store and share (when appropriate) information about your child that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- any medical conditions you have;
- photographs and CCTV images captured in school; and
- your characteristics, such as ethnic background or special educational needs (SEND).

Why we use this data

We use the data listed above to:

- a) get in touch with you and your parents when we need to;
- b) check how you're doing in school and your progress (such as in tests and exams) and to work out whether you or your teachers need any extra help;
- c) to look after your wellbeing and keep you safe;
- d) track how well the school/trust as a whole is performing;
- e) monitor the use of ICT;

Automated decision making and profiling

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. 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.

Our lawful basis for using this data

We will only collect and use your information when the law allows us to. We need to establish a 'lawful basis' to do this. Our lawful bases for processing your personal information for the reasons listed in section 3 above are:

For the purposes of a, b, c, d and e from section 3 above, in accordance with the '**public interest**' basis – we need to process data to fulfil our statutory function as a school.

For the purposes of c from section 3 above, in accordance with the '**legal obligation**' basis – we need to process data to meet our responsibilities under law.

Where you've provided us with consent to use your information, you may take back this consent at any time. We'll make this clear when requesting your consent, and explain how you'd go about withdrawing consent if you want to.

Our basis for using special category data

For 'special category' data (more sensitive personal information), 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 data protection law:

- we have obtained your explicit consent to use your information in a certain way;
- we need to use your information under employment, social security or social protection law;

- 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;
- the information has already been made obviously public by you;
- we need to use it to make or defend against legal claims;
- we need to use it for reasons of substantial public interest as defined in legislation;
- 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;
- 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;
- 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.

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 data protection law. Conditions include:

- we have obtained your consent to use it in a specific way;
- 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;
- the data concerned has already been made obviously public by you;
- we need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims;
- we need to process it for reasons of substantial public interest as defined in legislation.

Collecting this data

While most of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we want to collect information from you, we make it clear if you have to give us this information (and if so, what the possible consequences are of not doing that), or if you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- local authorities;
- previous schools/trusts attended;
- government departments or agencies; and
- police forces, courts, tribunals.

How we store this data

We keep personal information about you while you're attending our school. We may also keep it beyond your attendance at our school if this is necessary.

Personal data relating to GST pupils is stored in line with the GST Data Protection and Privacy Policy.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

Who we share data with

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions;
- government departments or agencies such as the DfE - to meet the statutory duties and legal obligations placed upon us by the Department for Education such as School Census collections under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- our youth support services provider (for pupils aged 13+, see more information below);
- educators and examining bodies;
- our regulator, Ofsted – to assess the quality of our services;

- suppliers and service providers (i.e. external catering providers) - to enable them to provide the service we have contracted them for;
- financial organisations;
- our auditors;
- the NHS and health authorities;
- security organisations;
- health and social welfare organisations;
- professional advisers and consultants;
- police forces, courts, tribunals; and
- your destination upon leaving one of our schools.

The information that we share with these parties may include the following:

- safeguarding files;
- contact information;
- teaching and learning information including assessments; and
- SEND information.

National Pupil Database

We are required to provide information about you 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](#) (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with third parties, such as other organisations which promote children's education or wellbeing in England. These third parties must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Youth support services – age 13+

Once you reach the age of 13, we also pass your information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services to you as follows:

- youth support services; and
- careers advisers.

Your parent or guardian can object to any information in addition to your name, address and date of birth being passed to the local authority or provider of youth support services by informing us. This right is transferred to you once you reach the age of 16.

Youth support services - age 16+

We will also share certain information about you when you reach the age of 16 with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- post-16 education and training providers;
- youth support services; and
- careers advisers.

Once you reach the age of 16 you can only object to your name, address and date of birth being passed to the local authority or provider of youth support services. You can do this by informing us.

Your rights

How to access personal information that we hold about your child

You have a right to make a 'Data Subject Access Request' (DSAR) to gain access to personal information that we hold about you.

If you make a DSAR, and if we do hold information about you, we will (unless there's a really good reason why we shouldn't):

- give you a description of it;
- tell you why we are holding and using it, and how long we will keep it for;
- explain where we got it from, if not from you;
- 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; and
- give you a copy of the information in an understandable form.

You may also have the right for your personal information to be shared electronically with another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- say that you don't want your personal information to be used;
- stop it being used to send you marketing materials;
- say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person);
- in some cases, have it corrected if it's inaccurate;
- in some cases, have it deleted or destroyed, or restrict its use;
- in some cases, be notified of a data breach;
- make a complaint to the Information Commissioner's Office; and
- claim compensation if the data protection rules are broken and this harms you in some way.

To exercise any of these rights, please contact us (see 'Contact us' below).

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please let us know first (see 'Contact us' below).

Alternatively, you can raise a concern directly with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer detailed below.

Data Protection Officer: Michelle Jones

Email: dpo@greatschoolstrust.com