

# Privacy Notice for Older Pupils

## How We Use Your Information

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This policy links to:	GDPR Policy		

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

Phone: 01543 622433

## Pupil Privacy Notice - 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 your personal data and what we do with that information. It also explains the decisions that you can make about your personal data. The academy trust is responsible for how your personal data is used under data protection law.

Information about you is called "personal data". The academy trust uses all sorts of personal data. For example, we use information about how well you are doing in lessons, information that we need to take care of you and your extra-curricular activities. Photos and images (including video recordings) of you also count as your personal data.

The academy trust uses your personal data to:

- Teach you and other pupils.
- Look after you and other people e.g., your friends and your teachers.
- Make sure that you and others are behaving properly.
- Make sure that we comply with the law, are well managed and to protect our interests; and
- Advertise the academy trust and tell people about the academy trust and what we do here e.g., we may use photos of you in our prospectus, on our website or on social media.

Please note that when we say parent in this notice this includes any carer you may have.

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

- Admission and enrolment forms give us lots of personal data. We get information from you, your parents, your teachers and other pupils. Your old school also gives us information about you so that we can teach and care for you.
- Sometimes we get information from your doctors and other professionals where we need this to look after you.
- We may need to report some of your personal data to the government (e.g. the Department for Education). We will need to tell the local authority that you attend the academy trust, if you leave the academy trust or if we have any concerns about your welfare.
- We will tell your parents about how well you are doing at the academy trust. Where fair or legally required, we will also tell them about your behaviour.
- We may use photos or videos of you to show prospective pupils what we do here and to advertise the trust. These photos and videos may be put on the academy trust's websites, on our social media or in our prospectus. We may continue to use these photos and videos after you have left your academy. 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.
- We will send you information to keep you up to date with what is happening at the academy trust. For example, by sending you information about events and activities taking place (including fundraising events) and the academy newsletter.]
- We will keep your contact details when you leave so we can keep you updated about what is happening at the academy trust, to tell you about events and activities and find out how you are getting on. You have the following rights regarding your personal data:

Correction of your personal data.

Access to your personal data.

Deletion of your personal data in certain circumstances.

Portability - the transfer of your personal data to you or a third party.

Restriction of use of your personal data; and

The right to object to the use of your personal data in certain circumstances.

These rights are explained in more detail in the full privacy notice, and your academy principal 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 asking your parents to contact the academy trust or by speaking to your form tutor.

The full version includes additional points, such as:

- More information on why we use your personal data.
- For how long the academy trust keeps your personal data; and
- Our lawful bases for using your personal data.

If you have any questions about how we use your personal data, please speak to your Class Teacher. Alternatively, you can speak to your parents who will talk to us on your behalf.

## 1.0 Introduction

1.1 St Chad's Academies Trust is 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 your personal data and what we do with that information. It also explains the decisions that you can make about your personal data. The academy trust is responsible for how your personal data is used under data protection law.

1.2 If you have any questions about this notice please talk to Class Teacher.

## 2.0 What is "personal data"?

2.1 Personal data is information about you.

2.2 This includes information such as your name, date of birth and address as well as things like exam results, medical details, unique pupil number and information about how well you behave. CCTV images, photos and video recordings of you are also your personal data.

## 3.0 Where we get your personal data from and who we share it with

3.1 We get your personal data from lots of different sources. For example, your teachers, parents, your old 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 you.

3.2 Sometimes, we will also share information with these people and organisations, for example, we will tell your parents about how well you are doing at school.

3.3 Below, we give lots of examples of where we get your personal data from, and who we share it with.

## 4.0 Why we use your personal data and our lawful bases for doing so

4.1 The Academy Trust uses your personal data to:

- Teach you and other pupils.
- Look after you and other people e.g., your friends and your teachers.
- Make sure that you and others are behaving properly.
- Make sure that we comply with the law, are well managed and to protect our interests.
- Advertise the academy trust and tell people about the academy trust and what we do here e.g., we may use photos of you in our prospectus, on our website or on social media.

4.2 We can only use your personal data if we have a good reason to do so. This is about having a "lawful basis" to use your personal data. Our lawful bases are as follows:

- **Public task:** this allows the academy trust to use your personal data where doing so is necessary to perform a task in the public interest or to exercise one of our functions or powers as an academy. This basis applies to purposes 1, 2, 3 and 4 above. For example, when we teach and look after you. It also sometimes applies to purpose 5 listed above, for example, when we use a photo or video of you to show people what the academy is like.
- **Legal obligation:** the academy trust might need to use your personal data in order to comply with a legal obligation. For example, to report a concern about your wellbeing 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:** although this won't happen very often, we may need to use your personal data to protect you or someone else. For example, to prevent someone from being seriously harmed or killed.
- **Legitimate interests:** this means that the academy trust is using your information where this is necessary for the academy trust's 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 apply to purpose 5 listed above. For example, if we use a photo or video of you 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 personal data and the lawful bases.

## 5.0 Our purposes and lawful bases in more detail

5.1 This section gives you more information about why the academy trust uses your personal data. Also, where we get it from, who it is shared with, and which lawful basis apply. It does not say anything different to the sections above but goes into more detail.

5.2 Please note that when we say parent in this notice this includes any carer you may have.

5.3 We have used a colour coded system so that you can see which lawful bases we are relying on for each of the purposes described at paragraphs 0 to 5.62 below.

5.4 The letters highlighted in different colours below refer to the lawful bases. So **LI** means legitimate interests, **PI** means public task, **LO** means lawful obligation and **VI** means vital interests. So **LO, PI** means we are relying on both legal obligation and public task for that purpose.

5.5 The academy trust's primary reason for using your personal data is to provide you and other pupils with an education (**LO, PI**).

5.6 The academy trust will also use your personal data to safeguard and promote your welfare and the welfare of others (for example, so that we can look after you if you are hurt) (**LO, PI, VI**).

5.7 We use information about you during the admission and enrolment process e.g. [• when ensuring that any reasonable adjustments / suitable arrangements are made for you when you visit and learning more about you from your parents before you join the academy trust] (**LO, PI**).

5.8 We may let your old school know that you are going to join your academy and may share information with them about how you are getting on] (**PI**).

5.9 The admission and enrolment forms which your parents complete give us personal data about you such as, your name, contact details, disabilities, any particular difficulties you have with work, hobbies and interests, medical information such as information about an allergy and your family circumstances] (**LO, PI**).

5.10 We get information from you, your parents, your teachers and other pupils. Your old school(s) also gives us information about how well you did and any difficulties you had so that we can teach and take care of you (**LO, PI**).

- 5.11 Sometimes we get information from your doctors and other professionals where we need this to look after you or take this into account when making decisions (LO, PI).
- 5.12 We need to tell the appropriate teachers if you have a health issue and use your medical information to look after you and help us make decisions (LO, PI).
- 5.13 We will need to tell your teachers if you have special educational or other additional needs and/or need extra help with some tasks (LO, PI).
- 5.14 We may need to share information about you (e.g., about your health and wellbeing) with the school nurse or counsellor] (LO, PI).
- 5.15 If we have information that you suffer from an allergy we will use this information so that we can look after you and take it into account when we make decisions (LO, PI, VI).
- 5.16 If we have information that you have a disability we will use information about that disability to provide support for you, adjust our policies and take it into account when we make decisions (LO, PI, VI).
- 5.17 Where appropriate, the academy trust will have information about your religious beliefs or other beliefs and practices. For example, if you do not eat certain foods (LO).
- 5.18 We will also hold information such as your 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 will be told if you receive free school meals so that we can provide these (LO, PI).
- 5.20 We may share information about you with (and get information from) hospitals and people such as doctors and nurses, for example, in relation to pupil immunisations. (LO, PI).
- 5.21 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 you via CCTV will be your 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.
- 5.22 We will use your personal data to make sure the academy site and buildings are safe, for example, we keep a record of who is on the site / sites at any given time (PI).
- 5.23 We record your attendance and if you have 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 information about you with the government (e.g. the Department for Education) and with regulators. Regulators are responsible for creating rules that the school and people must follow. 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 you attend your academy, if you leave your academy or let them know if we have any concerns about your welfare). The local authority may also share information with us for these reasons.
- 5.26 We may need to share information about you with the Health and Safety Executive (a government organisation) if there is a health and safety issue (LO, PI).
- 5.27 We are sometimes inspected to make sure that we are continuing to be a good school. We will have to make your personal data available to the inspectors to help them to carry out their job (LO, PI).
- 5.28 We will need information about any court proceedings, court orders or criminal matters which relate to you. For example, if one of your parents has to collect you from school on certain days. This is so that we can safeguard your welfare and wellbeing and the other pupils (LO, PI).
- 5.29 Depending on where you will go when you leave us we will provide your personal data to other schools, colleges and universities, UCAS or potential employers. For example, we will share information about your exam results and provide references. Any references that we provide or receive will be treated as confidential which means that you will not usually be provided with a copy (LO, PI).
- 5.30 If we hold safeguarding or child protection information about you, our designated safeguarding lead will share that with the designated safeguarding lead at your next school (PI, LO).
- 5.31 We may pass on information to your next school which they need to look after you, for example, information about any concerns we have had about your welfare (LO, PI).
- 5.32 When you take public examinations (e.g. GCSEs) we will need to share information about you with examination boards. For example, if you require extra time in your exams (LO, PI). We may share your public exam results with your parents (LO, PI).
- 5.33 The Learning Records Service (which is part of the government) will give us your unique learning number. We may receive details about you (e.g. your qualifications) from the Learning Records Service (PI).
- 5.34 If someone makes a complaint about how the academy trust has behaved, we may need to use your personal data to deal with this appropriately. For example, if your parents complain that we have not looked after you properly (LO, PI).
- 5.35 If one of your teachers hasn't done their job properly and this has affected you, we may need to use your personal data to investigate. We might also have to share your personal data with the government and regulators if they become involved, for example, if they need to decide if the teacher should be able to teach anymore (PI, LO).
- 5.36 The academy trust may share information about you with the local authority for the purpose of the preparation, implementation and / or review of your Education Health and Care Plan (LO, PI).
- 5.37 We may use your personal data in connection with legal disputes (PI, LO).
- 5.38 We may need to share information about you with the police (and with others who do a similar job to the police) and / or our legal advisers if something goes wrong or to help with an enquiry. For example, if one of your classmates is injured at the academy trust or if there is a burglary (LO, PI).
- 5.39 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 personal data with them if this is relevant to their work (LO, PI).

- 5.40 If you have misbehaved in a serious way, we may need to share personal data with the police (and/or other law enforcement agencies) and we may need to use information about the action taken by them (LO, PI).
- 5.41 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).
- 5.42 If the academy trust is dealing with a request for information, query, or complaint, we may need to share your personal data with the other people involved, such as, other pupils and their parents (LI, PI).
- 5.43 We will share information about your academics (e.g. progress in lessons) and (where fair) information about your behaviour with your parents so they can support your schooling (LO, PI).
- 5.44 If you have behaved badly in relation to one of your classmates (e.g., we suspect bullying) then we might share information with that pupil and their parents (e.g., what sanction you have been given) (PI, LO).
- 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 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 you attend to another academy trust, your personal data would be shared with the incoming academy trust as part of that process (LI, PI).
- 5.47 We will monitor your use of email and any internet-based platform, the internet and mobile electronic devices e.g., iPads. In certain circumstances we will look at the content of your messages (e.g., emails and text messages) and your electronic devices. We monitor and look at your use of technology (e.g., your use of your phone) to check that you and your classmates are not misbehaving, at risk of harm or for other good reasons. If you would like more information about this you can read the acceptable use of IT and email policy for your academy or speak to your form tutor (LO, PI). The monitoring we do is carried out using computer software which will automatically tell us if something isn't right. (LO, PI).]
- 5.48 You might have seen that we regularly publish photos and videos of our pupils. If we take a photo or video 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 may also use images of you to advertise our commercial activities, e.g. when we hire out our sports hall (LI).
- 5.49 We may continue to use these photos and videos after you have left (PI) or (LI) for commercial activities.
- 5.50 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.
- 5.51 Sometimes we use photos and videos for teaching purposes, for example, to record a drama lesson (PI).
- 5.52 If you have concerns about us using photos or videos of you please speak to your class teacher.

- 5.53 We may use your personal data to help make the academy trust better. For example, after you have left the academy trust, we might send you information about how you can donate to a fundraiser (L).
- 5.54 We may also use your personal data to promote education and learning more generally, for example, if we included a photograph of your class in an advert to encourage adults to take evening classes (PI).
- 5.55 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).
- 5.56 We will keep your contact details when you leave so we can keep you updated about what is happening at your academy and the wider academy trust, to tell you about events and activities and find out how you are getting on. For more information about how we use your personal data after you have left the academy trust, please see the Fundraising and Development Privacy Notice.
- 5.57 We must make sure that our computer systems are working well and are secure. This may involve information about you, for example, our anti-virus software might scan files containing information about you (PI).
- 5.58 We may share your personal data with the other academies in the academy trust. For example, how well you have behaved and your test results (LO, PI).
- 5.59 Sometimes, we hire someone from outside of the academy trust to provide activities. For example, this could be a teacher who does not normally work for the academy trust, or it could be a company that provides outdoor activities. We may share your personal data with them, for example, to tell them what sports you are good at (LO, PI).
- 5.60 Your personal data may be used by us (or by someone else such as the government or school inspectors) to check that the academy trust continues to operate well (LO, PI).
- 5.61 We also keep some information forever for archiving purposes and for historical research purposes. This includes the academy trust's legitimate interest in keeping a record of what the academy trust was like in the past. For example, we keep some old photos so that we have a record of what the academy trust was like in the past as this helps get people interested in the academy trust's history. Information held in our archive may be made publicly available, but this would only be done in compliance with data protection laws. Please speak to your class teacher if you would like more information (L, PI).
- 5.62 We will share your 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 the information will enable them to fulfil their role as a trustee or local governor. For example, this will apply if you have done something really well or if there is a problem at the academy trust they need to know about (PI).
- 5.63 We will only share your 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 you as well.
- 5.64 As you will see from the information above, in some cases we will rely on more than one lawful basis for using your personal data.
- 5.65 We use service providers to handle personal data on our behalf for the following purposes:

- IT consultants who help run the academy trust's computer systems. For example, they might need to access a file containing personal data when investigating a fault or checking the security of our IT network];
- Caterers may have information about any food allergies or intolerances that you have.
- We use software, apps and websites to help us with teaching, and to help us provide pastoral support to you and your classmates. For example, we use an app which allows you to access homework which has been set by your teachers; and
- 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.

If you have any questions about any of the above, please speak to your class teacher.

## **6.0 Consent**

- 6.1 We may sometimes ask for your consent to use your personal data. 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 personal data you can take back this consent at any time.
- 6.3 But any use of your personal data before you withdraw your consent remains valid. Please speak to your class teacher if you would like to withdraw any consent that you have 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 whether your personal data will be kept safe. 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 personal data to countries with adequate rules when we:
- go on a trip to France and share your personal data with activity providers and the hotel]; and
  - store your personal data in cloud computer storage with servers in Ireland.]
- 7.3 In certain circumstances, we may send your 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 personal data in cloud computer storage based in the USA
- 7.4 We will provide you with additional details about where we are sending your 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 your class teacher.

## **8.0 For how long do we keep your personal data?**

- 8.1 We keep your personal data for as long as we need to in order to educate and look after you. We will keep a lot of information after you have 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 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.

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

- **Correction:** if the personal data we hold about you is wrong or incomplete you can ask us to correct it.
- **Access:** you can also ask what personal data we hold about you 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 information about you, 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 you in certain circumstances. For example, where we no longer need the information.
- **Portability:** you can request the transfer of your personal data to you or to a third party in a format that can be read by computer.
- **Restriction:** you can request that we restrict how we use your personal data in certain circumstances. Please contact your class teacher if you would like to know more.
- **Object:** you may object to us using your personal data where:
  - We are using it for direct marketing purposes e.g., to send you an email about a fundraising opportunity
  - The legal basis on which we are relying is either legitimate interests or public task. Please see the section "Our lawful bases for using your personal data" above; and
  - If we ever use your personal data for scientific or historical research purposes or statistical purposes.

9.1 Your class teacher can give you more information about your 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. For example, if we keep a record because we are worried about you then we will usually need to keep this for a while even if you object.

## 10.0 Further information and guidance

10.1 Your class teacher can also answer any questions which you might have.

10.2 Like other organisations we need to keep your 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 information we get fairly.

10.3 Please speak to your class teacher or another member of staff if

- You would like to exercise any of your rights listed above; or
- You would like us to update the information we hold about you; or
- You have any concerns about how your personal data is used or shared.

- 10.4 The Data Protection Officer is in charge of the academy trust's data protection compliance. You can ask your form teacher to speak to the Data Protection Officer or speak to the Data Protection Officer yourself. Alternatively, you can ask your parents to speak to us on your behalf if you prefer.
- 10.5 If we ask you to tell us something and you do not do so then this may make it more difficult for us to teach and look after you and others.
- 10.6 You have a right to make a complaint to the Information Commissioner's Office ([ico.org.uk](https://ico.org.uk)). The ICO is the data protection regulator which means that they enforce the rules that we have to obey. If you have any concerns about how we have handled your personal data, we would kindly ask that you tell us first before you speak to the ICO so that we have an opportunity to put things right.