



## PRIVACY NOTICE FOR STUDENTS

Under data protection law, individuals have a right to be informed about how our schools use any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about students.

We, Guilsborough Multi Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Paul Stratford (see 'Contact us' below).

### The personal data we hold

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Behaviour information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in our schools
- Data about use of our schools' information and communications system

We may also hold data about students/students that we have received from other organisations, including other schools, local authorities and the Department for Education.

### Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

### Our legal basis for using this data

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

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

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

### **Collecting this information**

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

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

We keep personal information about students/students while they are attending our schools. We may also keep it beyond their attendance at our schools if this is necessary in order to comply with our legal obligations. We keep personal data according to the Retention Schedule set out in our Records Retention Destruction and Archive Policy.

### **Data sharing**

We do not share information about students with any third party without 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 students with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligations to share certain information with it.
- The student's family and representatives – to provide regular reports on the student's progress and to ensure the student's safety whilst at our schools
- Educators and examining bodies – to meet our legal obligations and allow the student to be entered for assessments
- Ofsted – to meet our legal obligations
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Survey and research organisations – to help us fulfil our public task
- Health authorities – to meet our legal obligation to keep our students safe
- Health and social welfare organisations – to meet our legal obligation and to protect the students
- Professional advisers and consultants – to help us fulfil our public task
- Charities and voluntary organisations - to help us fulfil our public task and to protect the students
- Police forces, courts, tribunals – to meet our legal obligations to share information with them

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **National Student Database**

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census and early years' census.

Some of this information is then stored in the National Student Database (NPD), which is owned and managed by the Department for Education and provides evidence on our schools 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 other organisations which promote children's education or wellbeing in England. Such organisations 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.

## **Parents and students' rights regarding personal data**

Individuals have a right to make a 'subject access request' to gain access to personal information that our schools holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data our schools holds about them.

If you make a subject access request, and if we do hold information about you or your child, 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 child
- 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact Mr Niland, Assistant Principal, [niland@guiltsborough.northants.sch.uk](mailto:niland@guiltsborough.northants.sch.uk)

## **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact Mr Niland, Assistant Principal, [niland@guilborough.northants.sch.uk](mailto:niland@guilborough.northants.sch.uk)

## 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 raise this with us in the first instance.

To make a complaint, please contact Mr Niland, Assistant Principal, [niland@guilborough.northants.sch.uk](mailto:niland@guilborough.northants.sch.uk)

You can also contact our Data Protection Officer:

Donna Flynn

Email: [DPO@theictservice.org.uk](mailto:DPO@theictservice.org.uk)

Tel: 0345 196 8075

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambs PE27 5JL

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Mr Niland, Assistant Principal, [niland@guilborough.northants.sch.uk](mailto:niland@guilborough.northants.sch.uk)