Student Privacy Notice

What is the purpose of this document?

The ***Trust*** (St. Teresa of Calcutta Catholic Academy Trust – STOCCAT) collects a lot of data and information about our Pupils/Students so that we can run effectively as a School/Trust. This privacy notice explains how and why we collect this data, what we do with it and what rights your, and parents/carers have. Our Trust is committed to protecting the privacy and security of your personal information.

The Trust is the Data Controller for all the schools within the Trust. The Trust's registered office is St Teresa of Calcutta Catholic Academy Trust, Imperial House, Hornby Street, Bury, BL9 5BN. The Data Protection Officer for the Trust is Jenny Bonson, contactable via dpo@stoccat.org.uk

This Privacy Notice (Student) explains how we collect, use, store, and share your personal information before, during, and after your working relationship with us, in accordance with the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

As the Data Controller, the Trust is responsible for determining how and why your personal information is collected, used, stored, and shared. Data protection legislation requires us to provide you with information about how we process your personal data. This Privacy Notice explains what information we hold, how we use it, who we may share it with, how long we retain it, and the rights you have in relation to your personal data.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Data protection principles

We follow data protection laws, which means we must handle your personal information responsibly. This includes:

a) Using it legally, fairly, and clearly;
b) Collecting it only for specific reasons we've explained to you and not using it for anything else;
c) Making sure it's relevant to the reasons we've told you about and only using the necessary information;
d) Keeping it accurate and up to date;
e) Storing it only as long as needed for the reasons we've explained; and/or
f) Keeping it safe and secure.

Why do we collect and use pupil information?

We use information about students to help run the school properly in safely. Here are some of the ways we use it:

a) To decide who can join the school;
b) To keep a waiting list of students who want to join;
c) To help you learn and do your best in class;
d) To check and share your progress in school;
e) To support you if you need help or advice;
f) To see how well the school is doing overall;

g) To follow the rules about sharing information;
h) To keep everyone in school safe and protected;
i) To make sure the school runs smoothly and stays safe;
j) To share good news about the school;
k) To stay in touch with your parents or carers;
l) To answer questions or solve problems raised by parents, inspectors, or others; and/or
m) To handle any legal issues that might involve the school.

In compliance with Article 6 of the GDPR, we collect and use pupil information under the following lawful bases:

a) We have your permission to use certain information;
b) We need to follow the law and do what's required;
c) Sometimes, using the information is important to keep you or someone else safe; and/or
d) It's part of our job to run the school properly and serve the public;

For sensitive information like your ethnicity, religion, or health (called "special category data"), we will follow the rules in Article 9 of the GDPR. This means we will identify a valid reason (from Article 6) and a specific condition (from Article 9) to use this data.

There are "special categories" of more sensitive personal data which require a higher level of protection. When processing special category data, we will meet at least one of the conditions below:

a) We get clear permission from you;
b) It helps with things like jobs, social security, or support;
c) It's in your vital interests;
d) It's connected to a non-profit organisation;
e) You've shared the information yourself;
f) It's needed for legal reasons, like court cases;
g) It's important for the public's benefit;
h) It's used for health or social care support;
i) It's important for public health, like tracking illnesses; and/or
j) It's used for research, statistics, or to keep historical records;

Please see our ***GDPR Policy*** for a definition of special category/sensitive personal data.

The categories of pupil information that we collect, hold and share include:

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level

of protection. We will collect, store, and use the following categories of personal

information about you:

- Personal information (such as name, unique pupil number and address);
- Characteristics (such as language, nationality, country of birth and free school meal eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons); and/or
- Behaviour records, including exclusions (if relevant) records about attainment, assessment information.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation and political opinions
- Trade union membership
- Information about your health, including any medical condition, health and sickness records
- Genetic information and biometric data
- Information about your criminal record

We don't usually collect this kind of information about students, and it only happens if it's necessary—for example, if there's a child protection issue or a criminal situation. If needed, we might share this information with people like the child protection team, the Local Authority, or the Police. We only do this when it's allowed by law and make sure the information is kept secure.

We also collect basic information about students when they join the school and update it if anything changes during their time here.

If the school uses a cashless system for meals, we might collect biometric data (like fingerprints) but only if your parents give us permission. You can check our Data Protection Policy for more details about how we handle this.

Where you have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. For more information, refer to the Right to Withdraw Consent section of this document.

Collecting pupil information

Most of the information you give us is required, but some is optional. We will always let you know if you must provide certain information or if it's your choice. When needed, we will ask for permission to use personal data if there's no other legal reason to use it. For example, we might ask to use photos of students on our website or social media to share school activities, or for marketing purposes. Parents/pupils may withdraw consent at any time.

When students are old enough to make their own decisions about their personal information, we will ask them for permission directly. This usually happens around the age of 13. While parents' permission is usually not needed at this point, we believe in working together, so we will let parents know when we are asking students for their consent up to age 13. Students who are mature enough to decide about their personal information can change their mind and take back their permission if they have already given it.

In addition, the school may use CCTV cameras around the site to keep everyone safe and protect staff and students. CCTV footage may be used if there is a need to deal with behaviour issues or investigate other matters. We will only use footage of students if it is allowed by law. For more details, please see our ***CCTV Policy***.

Storing pupil data

We hold pupil data in line with the timescales detailed within our ***GDPR Policy***. We store a lot of personal information electronically, such as in our MIS Database (Arbor), CPOMS, Classcharts etc. Some information is also kept on paper.

Electronic data may be stored on cloud systems, which could be in another country. Personal information

might also be shared with other countries, for example, if we are planning a school trip abroad. In both cases, we will make sure the data is kept safe and follow our ***GDPR Policy***.

Storing particularly sensitive personal information

We may hold/use your particularly sensitive personal information in the following ways:

- We may hold/use information relating to sickness absence including the reasons for the absence, which may include sickness absence or family-related leave, to comply with the law.
- We may hold/use information about your physical or mental health, or disability status, to ensure your health and safety in school, to provide appropriate adjustments, to comply with the Equality Act 2010, and to monitor and manage sickness absence.
- We may hold/use information about your race, nationality or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Who do we share pupil information with?

We routinely share pupil information with:

- Parents/carers (as defined in the Education Act 1996);
- Schools that pupils attend after leaving us;
- Local Authorities (LA);
- A pupil's home local authority (if different);
- The Department for Education (DfE);
- School Governors / Trustees / Elected Members;
- The Trust Central Team; and/or
- Exam boards.

From time to time, we may also share pupil information with other third parties including the following:

- The Police and law enforcement agencies;
- NHS health professionals including the school nurse, educational psychologists;
- Education Welfare Officers;
- Courts, if ordered to do so;
- The National College for Teaching and Learning;
- The Joint Council for Qualifications;
- Prevent teams in accordance with the Prevent Duty on schools;
- Other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances;
- Our HR providers, for example, if we are seeking HR advice and a pupil is involved in an issue;
- UCAS;
- Our legal advisors; and/or
- Our insurance providers/the Risk Protection Arrangement.

Some of the organisations we work with might also be responsible for your personal information, making us joint controllers. This means we share responsibility if there is a data breach.

When we share student information with other organisations, we only share the smallest amount needed to meet the purpose of sharing. These lists (above and throughout) are not exhaustive.

ST TERESA of CALCUTTA Catholic Academy Trust

Aged 14+ qualifications

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications.

Why we share pupil information

We don't share information about our students without permission unless the law allows it.

We share student data with the Department for Education (DfE) because it's required by law. This helps with school funding, tracking educational progress, and creating policies. We also have to share this information under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools

What is different about pupils aged 13+?

When students turn 13, we can sometimes be requested to share their information with the Local Authority or Youth Support Services, as they are responsible for helping young people aged 13-19 with education and training under the Education Act 1996. This helps them provide support and careers advice.

Parents or carers can ask us to only share their child's name, address, and date of birth with these services. Once the student turns 16, this choice becomes theirs to make.

Our pupils aged 16+

We will also share certain information about pupils aged 16+ with Local Authorities and / or provider of youth support services as they have responsibilities in relation to the education or training young people aged 13-19 under section 507B of the Education Act 1996.

This allows them to provide Post-16 education and training providers, Youth Support Services and Careers Advisers. For more information about services for young people, please visit your LA website.

The National Pupil Database (NPD)

The National Pupil Database is managed by the Department for Education and holds information about students in schools across England. It helps provide important data on how well students are doing in education, which is used for research and studies ordered by the Department for Education. The information is stored electronically for statistical purposes and is collected securely from different sources, like schools, local authorities, and exam boards.

By law, we must share certain information about our students with the Department for Education (DfE) as part of required data collections, such as the school and early years' censuses. Some of this data is then stored in the National Pupil Database (NPD). The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to: https://www.gov.uk/education/data-collection-and-censuses-for-schools.

To find out more about the NPD, go to: https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis;
- Producing statistics; and/or
- Providing information, advice or guidance.

The Department for Education (DfE) has strong measures in place to keep our data private and secure. There are strict rules about who can access and use the data. Before the DfE shares any data with outside groups, they go through a careful approval process and assess:

- Who requests the data;
- The purpose for which it is required;
- The level and sensitivity of data requested; and/or
- The arrangements that are in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: https://www.gov.uk/government/publications/national-pupil-database-requests-received

To contact DfE: https://www.gov.uk/contact-dfe

Requesting access to your personal data

Under data protection laws, parents and students have the right to ask for access to the personal information we hold about them (this is called a "Subject Access Request"). If a child is too young to request their own data, parents can make the request for them, especially in Primary School. From the age of 13, we generally believe that students are mature enough to ask for their own data. This means that if a student is old enough to understand their rights, they will need to make the request themselves, rather than having their parent do it. However, parents still have the right to access certain information about their child.

To request your child's personal data or educational record you should contact the School. Any written request for personal data will be treated as a Subject Access Request. Any written request for personal data will be treated as a Subject Access Request. These requests will be addressed by the school's Data Protection Lead/Local DPO, in conjunction with the Trust's DPO as necessary.

The legal timescales for the School (or Trust for a non-school based request) to respond to a Subject Access Request (SAR) is one calendar month. As the School has limited staff resources outside of term time, we encourage parents/pupils to submit Subject Access Requests during term time and to avoid sending a

request during periods when the School is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible. Where the school or Trust believe they will be unable to respond to requests within the given timeframe, the requester will be contacted regarding any potential delays. For further information about how we handle Subject Access Requests, please see our ***GDPR Policy***.

The term "parent" in education law includes both natural and adoptive parents, regardless of whether they are married or listed on a birth certificate, as well as anyone with legal responsibility for the child or with whom the child lives. This means a student can have more than one "parent" for legal purposes.

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/or
- claim compensation for damages caused by a breach of our data protection responsibilities.

Data Protection Officer

We have appointed a Data Protection Officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact the DPO via dpo@stoccat.org.uk