

## **Privacy Notice for students of Carlton Academy Trust**

Under data protection law, individuals have a right to be informed about how the academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (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 visitors to the academy in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

We, Carlton Academy Trust, are the 'data controller' for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal information about you.

Our Data Protection Officer (DPO) is Mr D Harvey-Hill and can be contacted in writing:

Mr D Harvey-Hill  
University Academy  
Green Head Road  
Utley  
Keighley  
BD20 6EB

### **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 authority and the government.

This information includes:

- ✓ Your contact details and personal information, such as name, unique pupil number and address
- ✓ Your examination results, assessment and attainment information
- ✓ Your attendance information (sessions attended, number absences and reasons for absence, including exclusions)
- ✓ Your characteristics, such as ethnicity, language, nationality, country of birth and free school meal eligibility
- ✓ Medical information; any relevant medical conditions or treatments and a log of any incidents/illnesses that we are aware of and occurred at the academy, dietary requirements, doctors' information

- ✓ Behaviour information (record of behaviour events in line with the Positive Behaviour Policy and exclusions)
- ✓ SEND (record of any Special Educational Needs or Disability, along with associated observations, strategies and learning plans)
- ✓ Safeguarding information (such as court orders and professional involvement)
- ✓ Information on the use of the internet and ICT resources to ensure safe and appropriate use
- ✓ Photographs
- ✓ CCTV images

### **Why we use this data**

We use this data to help run the school, including to:

- ✓ Contact you and your parents when we need to
- ✓ Support student learning
- ✓ Track how well the academy as a whole is performing
- ✓ Look after your wellbeing

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

We will only collect and use your information when the law allows us to. Most often we will use your information 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 you with an education

Sometimes, we may also use your personal information when:

- ✓ 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 interests

Where we have permission to use your 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 information overlap and there may be several grounds which mean we can use your data.

### **Collecting this information**

Whilst, in most cases, you or your parents/carers must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it is optional. If you must provide the data we will explain what might happen if you don't.

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

We will keep personal information about you whilst you are a student at our academy. We may also keep it after you have left the academy, where we are required to by law.

### **Data Sharing**

We do not share personal information about you with anyone outside school 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:

- ✓ Local authority, to meet our legal duties to share certain information with it, such as concerns about students' safety or exclusions
- ✓ The Department for Education, to meet statutory obligations to provide them with information, especially with regard to data returns such as census
- ✓ Your family and representatives, in case of emergencies such as a health matter and as necessary in the performance of our education function
- ✓ Educators and examining bodies, as necessary in the performance of our education function
- ✓ Our regulator, Ofsted, to enable it to evaluate the education we provide, which is in the public interest
- ✓ Suppliers and service providers, so they can provide the services we have contracted them for
- ✓ Financial organisations, so they can provide the services we have contracted them for
- ✓ Central and local government, to meet statutory obligations and legal duties to provide them with information
- ✓ Auditors, to demonstrate that we have taken appropriate action in providing your education
- ✓ Health authorities, to comply with our legal and statutory obligations, with investigations and to support legal entitlements
- ✓ Security organisations, with regard to legal or safeguarding investigations and to assist in crime prevention, detection and detection of fraud
- ✓ Health and social welfare organisations, to enable us to comply with our duty of care and statutory safeguarding duties for your wellbeing
- ✓ Professional advisers and consultants, to comply with entitlements and assist with claims
- ✓ Police forces, courts, tribunals, in order to uphold law and order
- ✓ Professional bodies, to verify information for legal purposes

### **National Pupil Database**

We are required to provide information about you to the Department of Education 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 website and you can contact them if you have any questions about the database.

### **Youth support services – Students aged 13+**

Once you reach the age of 13, we are legally required to pass on certain information about you to our local authority and/or provider of youth support services, as they have legal responsibilities regarding the education or training of 13-19 year olds.

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

Yours 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 our local authority and/or provider of youth support services.

### **Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

### **Your rights – how to access personal information we hold about you**

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.

If we do hold information about you we will:

- ✓ 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 or your parents
- ✓ Tell you who it has been, or will be, shared with
- ✓ Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- ✓ Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request please contact our Data Protection Officer, as above.

### **Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

- ✓ Say that you don't want it to be used if this would cause, or is causing, harm or distress
- ✓ Stop it being used to send you marketing materials
- ✓ Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- ✓ Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- ✓ Claim compensation if the data protection rules are broken and this harms you in some way

### **Complaints**

We take any complaints regarding our collection and use of personal data 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 by writing to our Data Protection Officer, as above.

- ✓ Alternatively, you can make a complaint to the Information Commissioner's Office:
- ✓ Report a concern online at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)
- ✓ Call: 0303 123 1113
- ✓ In writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF