

Privacy Notice for Parents – Use of your child’s personal data

Under UK data protection law, individuals have a right to be informed about how the Trust 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 students within the Trust.

We, Carlton Academy Trust, are the ‘data controller’ for the purposes of UK 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
Carlton Academy Trust
Undercliffe Lane,
Bradford
BD3 0DU

The personal data we hold

Personal data 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
- ✓ Examination results, assessment and attainment information
- ✓ Student and curricular records
- ✓ Characteristics such as ethnicity, language, nationality, country of birth, free school meal eligibility
- ✓ Behaviour information (record of behaviour events as per the Positive Discipline Policy and exclusions)
- ✓ Medical information, including any relevant medical conditions or treatments and a log of any incidents/illnesses that we are aware of and occurred at school, dietary requirements, doctors’ information
- ✓ Attendance information, such as sessions attended, number of absences and absence reasons including exclusions
- ✓ SEND, record of any special education needs or disability, along with associated observations, strategies and learning plans
- ✓ Safeguarding information, such as court orders and professional involvement
- ✓ Details of any support received, including care packages, plans and support providers
- ✓ Information on the use of the internet and ICT resources to ensure safe and appropriate use of resources
- ✓ Photographs
- ✓ CCTV images captured in school

We may also hold data about students which 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

Whilst the majority of information we collect about students is mandatory, there is some information which 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 while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

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 duties to share certain information with it, such as concerns about students' safety and exclusions
- ✓ The Department for Education, to meet statutory obligations to provide them with information, especially regarding data returns such as census
- ✓ The students' 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
- ✓ 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 child's 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 prevention of fraud
- ✓ Health and social welfare organisations, to enable us to comply with our duty of care and statutory safeguarding duties for your child's 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 students to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the National Pupil Database, 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 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. You can contact the Department for Education with any questions.

Youth support services – students aged 13+

Once our students reach the age of 13, we are legally required to pass on certain information about them to our local authority and/or provider of your 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.

Parents/carers, or students aged 16 or over, can contact our Data Protection Officer to request that we only pass the individual's name, address, and date of birth to our local authority and/or provider of youth support services.

Transferring data internationally

Where we transfer personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

Parents and students' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school 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.

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. If you would like to make a request please contact our Data Protection Officer, as above.

Other rights

Under UK 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 data protection regulations.

To exercise any of these rights, please contact our Data Protection Officer, as above.

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
- ✓ Call: 0303 123 1113
- ✓ In writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF