

# The CSIA Trust

## Privacy Notice: Students



### **WHY DO WE COLLECT AND USE STUDENT INFORMATION?**

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The CSIA Trust is a data controller for the purposes of the General Data Protection Regulation (GDPR). THE GDPR defines what is meant by 'personal data', places obligations on data controllers and creates principles relating to the processing of personal data. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We collect and use student information under articles 6 (Lawfulness of processing) and 9 (Processing of special categories of personal data) of the GDPR.

#### **The categories of student information that we collect, hold and share include:**

- Personal information (such as name, unique student number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusions / behavioural information
- Photographs or videos, including CCTV images
- Outside agency involvement, where applicable

#### **We use the student data:**

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

#### **Collecting student information:**

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice.

#### **Storing student data**

We hold student data only for as long as it is required and to satisfy legal obligations. We will not keep information for as long as is necessary. The Trust follows IMRS guidance for data retention.

## **WHO DO WE SHARE STUDENT INFORMATION WITH?**

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We routinely share student information with:

- Schools that the students attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Outside Agencies
- Educators and examining bodies
- Health and social welfare organisations
- Police forces and courts

### **Why we share student information**

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so. We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (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>.

### **Students aged 13+**

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- youth support services
- careers advisers

A parent / guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

### **Our students aged 16+**

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit their website: <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

### **The National Student Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-studentdatabase-user-guide-and-supporting-information>.

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

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data

To be granted access to student 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 student information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-student-database-requests-received>

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

Individuals have a right to make a '**subject access request**' to gain access to personal information that the trust 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

To make a request for your personal information, or be given access to your child's educational record, contact the Trust Data Protection Officer

As an academy there is no automatic parental right of access to the educational record of their child. However, it is the academy's policy to allow parental access to their child's data. Any requests should be made by contacting our Data Protection Officer.

### **Complaints**

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact Mrs B Lawrence (Data Protection Officer) via the School.

*This notice is based on the Department for Education's model privacy model for pupils, amended for students within The CSIA Trust and to reflect the way we use data in this school.*

*We may need to update this privacy notice periodically so we recommend you revisit this information from time to time. This version was last updated **March 2020***