

Privacy Notice (How we use pupil information)

Abbey College is classed as a 'Data Controller' under the UK General Data Protection Regulation (UKGDPR). The College is registered with the Information Commissioner's Office and follows the principles of the UKGDPR.

We take the privacy of our pupils seriously and this notice outlines what sort of personal data we collect, why we do this, how long we store it and who we share it with. Access to personal data is only available to those who need it for a specific purpose.

1. Keep us up to date

It's important that you let us know if there are any changes to your situation or personal details. This is so that we can carry out our duty of care, manage your data and communicate with you safely and quickly.

Please let us know straight away if any of the below changes:

• Your name • Address • Phone number (including mobile) • Email address • Parental Contact details • Emergency Contact details

We will contact you (and your emergency contacts) using the most recent address, email or phone number you or your parental contact has given us. If you do not tell us promptly about a change in your details, you may not receive information that could be important – or it could fall into the wrong hands. Where you have provided an e-mail address, we will use this for important messages that relate to you.

2. The categories of pupil information that we collect, hold and share include but is not limited to:

- Personal information (such as name, gender, unique pupil number, address, family details and contact Information)
- Free School Meal eligibility
- Right to study in the UK
- Safeguarding information (Such as court orders and external professional involvement)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Exam/Assessment information (including national curriculum results)
- Relevant medical information (including doctors' information)
- Special Educational Needs information (including needs and ranking)
- Behavioural/Exclusions information
- Post 14 qualifications and other information from the Learning Records Service
- Post 16 Learning information (where pupils go after they leave us)
- Information to enable educational trips and activities (such as passport details where appropriate)

- Images of pupils through photographs
- Images of pupils through CCTV at various locations around the site
- Personal information about a pupil's parents and/or relatives including emergency contacts (such as name, contact details, relationship to child)
- Biometric data points of a fingerprint (this is not the same as a copy of a fingerprint)
- We may monitor or record telephone calls for training and quality assurance purposes

We may also collect, store and use information about you that falls into "special categories" under UKGDPR. This is a sub-category of personal data that required heightened protection measures due to its sensitive and personal nature. This includes the following (where applicable):

- personal data revealing racial or ethnic origin
- personal data revealing political opinions
- personal data revealing religious or philosophical beliefs
- personal data revealing trade union membership
- genetic data
- biometric data (where used for identification purposes)
- data concerning health (including but not limited to medical conditions, medication, special needs, disabilities, allergies, dietary conditions)
- data concerning a person's sex life
- data concerning a person's sexual orientation

3. Why we collect and use this information

We use the data:

- to safeguard pupils
- to support the school admissions process
- to support pupil learning, their access to education and their welfare
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to provide free school meals and pupil premium interventions
- to assess the quality of our services to students
- to comply with the law regarding data sharing
- to enable the use of online parent payment systems
- to enable the use of our finance and education systems
- to share data for statutory inspections and audit purposes
- for detection/prevention of crime (CCTV footage)
- to improve the teaching and learning process at school
- to provide support to pupils after they leave school
- where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice

The College may make use of limited personal data relating to pupil, parents/guardians for fundraising, marketing and promotional purposes such as school prospectus and to maintain relationships with pupils of the academy.

4. The lawful basis on which we use this information

We collect and use pupil information under:

- Education Act 1996 – this information can be found in the guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Data Protection Act (1998) (until 25 May 2018)
- Data protection Act (2018)
- UK General Data Protection Regulation
 - Article 6(1)(a) – consent
 - Article 6(1)(c) – legal obligation
 - Article 6(1)(e) – public task
 - Article 9(2)(a) – explicit consent
 - Article 9(2)(g) – substantial public interest

The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Our disclosure of personal data is lawful for the following reasons:

- The College is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above.
- We need to protect an individual's vital interests (i.e. protect a child's life or someone else's life), in situations where they are physically or legally incapable of giving consent.
- We will not usually need consent to disclose your information. However, if at any time it appears to us that we would need consent then this will be sought before a disclosure is made. This consent can be withdrawn at any time.

5. Collecting Pupil Information

We collect pupil information via registration forms completed on admission to the school, Common Transfer Files (CTF) or hard copy student files provided by the pupil's previous school (where appropriate) and in the process of carrying out our public task.

Whilst the majority of pupil information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform parents and pupils whether they are required to provide certain pupil information to us or if they have a choice in this. We may also receive information from previous schools, the local authority and the Department of Education (DfE).

6. Storing pupil data

Personal data will be kept secure whilst it is being stored, used and when it is shared with others. We hold pupil data until the pupil reaches the age of 25 or until they leave the College and their records are transferred. After this time the paper records are securely shredded and the electronic files are deleted. CCTV footage is overwritten on a rolling approximately 31 day schedule unless exported for evidential purposes in line with our ICO registered purposes (detection and prevention of crime).

We do not normally transfer information to a different country which is outside the European Economic Area. This would only happen if a parent lives abroad or if the pupil moves to a new school abroad. If this happens, we will be very careful to make sure that it is safe to transfer the information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe, then we will talk to the pupil and parent about it and make sure that you are happy for us to send the information. As this is not something we normally do, and we do not know which country we might need to send information to, we cannot provide more information about it now but if we want to transfer data to a different country then we will tell parents and pupils whether or not we think it is safe and why we have decided that.

7. Who we share pupil information with

We treat all information we hold about you (Pupils, Parents and other emergency contacts) private and confidential to our organisation. We will not reveal any personal details concerning you to anyone not connected with the College or listed below unless:

- You ask us to provide information, or we have your consent to do so
- We are required or permitted to do so by law
- It is required by law enforcement
- There is a duty to the public to reveal the information, e.g. regulatory bodies, tax authorities, the department for education or education funding agency.

We routinely share pupil information with:

- schools that the pupil attends after leaving us
- our local authorities:
 - Cambridgeshire County Council
<https://www.cambridgeshire.gov.uk/council/data-protection-and-foi/information-and-data-sharing>
 - Peterborough City Council
<https://www.peterborough.gov.uk/council/council-data>
- the Department for Education (DfE)
- Education and Skills Funding Agency
- Members of staff
- Exam Boards

We share specific pupil/parent information, as necessary, with:

- School Nurse Teams
- CAMHS/CYPMHS (Child and Adolescent Mental Health Service / Children and Young People's Mental Health Service)
- Governors/trustees
- Support Professionals such as counsellors
- Law enforcement agencies and Security Organisations
- Disclosures connected with Special Education Needs Support
- Disclosures connected with Safeguarding issues/concerns
- Careers advisors
- Travel companies for school trips
- Companies including, 4Matrix, FFT, GL Assessment and PIXL for assessment data comparisons and SOL Attendance for attendance monitoring
- Suppliers and service providers including those for photography services, cashless catering systems, management information systems and online parent finance systems, to enable them to provide the service we have contracted them for.

Additional third-party disclosures can be found within each schools Data Protection Policy. We use a selection of cloud hosted solutions throughout the Trust to provide educational services. We only use providers who have a GDPR policy, have undertaken a self-certification process and are on the DfE's approved cloud services list. We will only

use cloud services where we can be confident that our data is processed within the UK or EU and subject to the GDPR requirements.

The information disclosed to these people / services may include sensitive personal information about the pupil. Usually this means information about health and any special educational needs or disabilities. We do this because these people need the information so that they can support the pupil.

We will also provide information about pupils to parents or main carers. Where appropriate, we will listen to pupil views first. We will also take family circumstances into account, where a Court has decided what information a parent/carers is allowed to have.

When you give us information about another person, you need to ensure you have permission from them to provide us with their information.

8. Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' 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 pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

9. 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>

10. Youth support services

10.1 Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil 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 or 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 / pupil once he/she reaches the age 16.

10.2 Pupils aged 16+

We will also share certain information about pupils 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 our local authority websites:

<https://www.cambridgeshire.gov.uk/>

<https://www.peterborough.gov.uk/>

Please contact your schools Data Manager to restrict the amount of information passed to the Local Authority with respect to Youth Support Services.

11. The Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

12. The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils 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 pupils 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/collections/national-pupil-database>

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
- 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 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>

12. Requesting access to your personal data

Information about you will be held by us in both paper form and on our IT systems and will be kept in line with our retention procedures.

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer at Meridian Trust, by email dpo@cmatrust.net or complete the form on the college website www.abbeycollege.cambs.sch.uk/about-us/gdpr-information or write to Data Protection Officer, Meridian Trust, Meridian Trust Offices, Fen Lane, Sawtry, PE28 5TQ

We will need to see proof of identity to ensure we are not releasing data to the wrong person. There may be a small administration fee for this service – if so, we will make this clear.

You also have the right to:

- ask us to correct any information we have about you if you think it is wrong or incomplete
- ask us to erase information about you (although we may have good reasons why we cannot do this)
- ask us to limit what we are doing with your information
- object to what we are doing with your information
- ask us to transfer your information to another organisation in a format that makes it easy for them to use

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance to the DPO via the contact details above. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

13. Automated Decision-Making Processes

We do not employ any automated decision-making processes within our trust. If we did, you would have the right to:

- Give written notice requiring us to not take any automated decision using your personal data
- Be informed of when an automated decision is taken
- Ask us to reconsider a decision taken by automated means

If, in the future, we move to using automated decision-making processes, we will notify you of this and of your rights under the regulations.

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113 (local rate)

14. Contact

There is more information in our Data Protection Policy which can be downloaded from our website – www.abbeycollege.cambs.sch.uk

If you would like to discuss anything in this privacy notice, please contact:
Data Protection Officer at Meridian Trust, by email dpo@cmatrust.net or write to Data Protection Officer, Meridian Trust, Meridian Trust Offices, Fen Lane, Sawtry, PE28 5TQ.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time.

This version was last updated March 2022.