



# COCKBURN

## MULTI-ACADEMY TRUST

### TRANSFORMATION TO EXCELLENCE

C.E.O. Mr D Gurney B.A. Hons / NPQH

## Privacy Notice

### **For students (How we use your information)**

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data. This privacy notice explains how we collect, store and use personal data about you. We, Cockburn Multi-academy Trust are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Sharon Burns (see 'Contact us' below).

### **Why do we collect and use student information?**

We collect and use student information under the Education Act 1996. The EU general data protection regulation 2016/679 (GDPR) will take effect in May 25 2018 including Article 6 'lawfulness of processing' and Article 9 'Processing of special categories of personal data' <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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 where:
- 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 interest)

Where we have got 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.

We use your data:

- to get in touch with you or your parents/carers when we need to
- to support your learning
- to monitor and report on your progress
- to provide appropriate pastoral care and look after your wellbeing
- to assess how well the school is performing
- to comply with the law regarding data sharing

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

- personal information (such as name, unique student number and address)
- any relevant medical information
- special educational needs
- exclusions and behavioural information
- assessment information
- post 16 learning information
- 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)

- photographs
- CCTV images
- Fingerprint (for the cashless catering system)

## **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 information to us or if you have a choice in this.

## **Storing student data**

We keep your information whilst you are a student at our school. We hold your data until you reach 25 years of age.

## **Who do we share student information with?**

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

- 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 (a government department)
- your family and representatives
- other educators and examining bodies
- our regulator (e.g. Ofsted)
- suppliers and service providers – so that they can provide the services we have contracted them for
- our auditors
- survey and research organisations
- health and social care authorities
- school nurse
- security organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals and immigration

## **Why we share student information**

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

We share your 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 you with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

## **Youth support services**

### **What is different about students aged 13+?**

Once you reach the age of 13, we also pass your 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/carer 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 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 our local authority website.

## **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 Students) (England) Regulations 2013.

To find out more about the student 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-student-database-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 DfE: <https://www.gov.uk/contact-dfe>

## **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.

## **Requesting access to your personal data**

Under data protection legislation, parents and students 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 educational record, contact Sharon Burns.

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 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
- claim compensation for damages caused by a breach of the Data Protection regulations

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 us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer: Sharon Burns by email at [info@cockburnschool.org](mailto:info@cockburnschool.org), by telephone 0113 271 9962 or by post addressed to the Data Protection Officer, Cockburn School, Leeds, LS11 5TT.