

Privacy Notice - How we use pupil information

Data controller: Godmanchester Community Education Trust

Data protection officer: Donna Flynn, The ICT Service.

Godmanchester Community Education Trust (“the Trust”) collects and processes personal data relating to our pupils. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information does the Trust hold?

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

- personal information (such as name, date of birth, unique pupil 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 education needs information;
- child protection or safeguarding information
- exclusions/behavioural information
- personal information about a pupil’s parents and/or other relatives (such as name, contact details, relationship to child)
- dinner money transactions
- communication details for those with parental responsibility.

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to ensure the robust safeguarding of pupils in our care
- to communicate with those with parental responsibility
- to provide essential information to appropriate 3rd parties - including health, social services etc.

The lawful basis on which we use this information

We collect and use pupil information under:

- The Education Act (various years)
- 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
- Article 6, and Article 9 (GDPR) - from 25 May 2018 (includes special category data)
- Education Act 2002, related guidance “Safeguarding Children in Education”, September 2004

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>

Collecting pupil information

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for varying lengths of time depending on what the information is, further information can be found in our Data Retention Policy.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority authority (Cambridgeshire County Council)
<https://www.cambridgeshire.gov.uk/data-protection-and-foi/information-and-data-sharing/>
- the Department for Education (DfE)
- agencies we commission to deliver services on our behalf (catering company, milk subscription supplier, assessment programmes, teaching programmes).

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.

We also share information within our Multi Academy Trust when required, for safeguarding, individual assessment, school assessment and best practice purposes.

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>.

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/publications/national-pupil-database-user-guide-and-supporting-information>.

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>

Automated decision-making

The Trust's decisions about pupils are not based solely on automated decision-making.

Your rights

Parents and pupils have a number of rights under data protection legislation as follows. You can:

- access and obtain a copy of you or your child's data on request;
- require the Trust to change or destroy incorrect or incomplete data;
- object to decisions being taken about your child by automated means;
- require the Trust to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Trust is relying on its legitimate interests as the legal ground for processing if this processing is likely to cause, or is causing, damage or distress.

If you would like to exercise any of these rights, or would like to be given access to your child's educational record, please contact Sarah Spira, Administration Manager - admin@gcet.org.uk

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

Further information

If you have a question regarding this privacy notice, or would like to request to access your or your child's personal information: Sarah Spira, Administration Manager - admin@gcet.org.uk