



Privacy Notice for Pupils

How we use pupil information

You have a legal right to be informed about how our Trust 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, The Cam Academy Trust, Comberton Village College, West Street, Comberton, Cambridgeshire, CB23 7DU are the 'data controller' for the purposes of data protection law.

Our data protection officer is Carolyn Ducket (see 'Contact us' below).

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Personal identifiers and contacts such as your name, address, unique pupil number, contact details, date of birth, identification documents.
- Your characteristics, like your ethnic background, any special educational needs and free school meal eligibility.
- Safeguarding information (such as but not limited to court orders and professional involvement)
- Medical and administration (such as but not limited to doctors information, child health, dental health, allergies, medication and dietary requirements).
- Your attendance records, number of absences, absences reasons and exclusions.
- Behaviour and achievement information.

- Photographs for identification purposes and other purposes where consent has been given for example school notice boards, newsletters or school prospectus.
- CCTV images in schools where CCTV cameras are in operation for security purposes.
- Assessment and attainment records that include exam and test results.
- Some school record biometric data if consent has been received.
- Trips and activities.

Why we collect and use this data

We use this data to help run the Trust and associated schools, including to:

- To meet the statutory duties placed upon us for DFE data collections
- Get in touch with you and your parents/carers when we need to.
- To support student learning.
- To provide appropriate pastoral care
- Administer waiting lists
- To monitor and report on pupil attainment progress
- Look after your wellbeing
- To keep you safe (food allergies, emergency contact details, medical conditions)
- Assess the quality of our service

Our legal basis for using this data

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 a legal obligation
- We need to use it to carry out a task in the public interest (in order to provide you with an education)
- To support your education

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission/consent to use it in a certain way
- We need to protect your interests (or someone else's interest)
- For a legitimate interest

Where we have received permission to use your personal data, this may withdraw this at any time. We will make this clear when we ask for permission, and explain how you can 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.

How we collect this information

We collect personal data in a variety of ways. Some of the information may be received via Common Transfer File (CTF) or secure file transfer from a previous or the local authority. It may come from other schools and agencies, such as health care professionals.

While the majority of the information we collect from you, or your parents/carers about you is mandatory and must be provided, there are some occasions when you can choose whether to provide the data. Whenever we seek to collect information from you, we will make it clear if it is mandatory or optional.

How we store this data

We will keep personal information about you while you are a pupil in one of our Trust schools. We may also keep it after you have left the school, where the law requires to us.

We have a Data Retention policy, which sets out how long we must keep information about pupils. The Data Retention policy is located on the Trust website <https://www.catrust.co.uk/>

Data sharing

Adapt the list below to reflect the third parties with which you share personal data about pupils.

For each third party, explain briefly, why you share data with them and what makes the data sharing lawful. We have provided a couple of examples as to how you might explain this below (see 'Our local authority' and 'Suppliers and service providers').

When listing the types of third parties you share data with, you do not need to name specific suppliers.

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

- The local authority to meet our legal duties, to share certain information with it, such as concerns about pupils' safety and exclusions
- Schools that you attend after leaving us
- The Department for Education (a government department)
- Your family and representatives
- 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 (e.g. Catering contractors, school photographer, IT department etc).
- Financial organisations
- Central and local government
- Our auditors

- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
-

National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children’s education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education’s webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to youth support services provider in your area, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you’re 16, can requested that only your name, address and date of birth is passed to the youth support services provider.

Your rights

How to access personal information we hold about you

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the Trust/school holds about them.

You can find out if we hold any personal information about you, and how we use it, by making a **‘subject access request’**, as long as we judge that you can properly understand your rights and what they mean.

To make a request for your personal information, please contact the Headteacher/Principle

If you make a subject access request and 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/carers
- 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 may also ask us to send your personal information to another organisation electronically in certain circumstances.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Object to processing if this would cause, or is causing, harm or distress
- Prevent it being used for the process of marketing materials
- Object to decisions taken by automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict the use of it

Contact us:

If you have any questions or would like to discuss anything in this privacy notice please contact the Trust Data Protection Officer Carolyn Ducket at cducket@catrust.co.uk

If you have a concern or a complaint about how we collect and use your personal data, you should raise your concern with the school in the first instance. You can do this by contacting the Headteacher/Principle.

You can make a complaint at any time by emailing our data protection officer cducket@catrust.co.uk

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113

