



CROWN HILLS
COMMUNITY COLLEGE
A Specialist Sports College

Privacy Notice Parents/Carers

Introduction

Crown Hills Community College processes personal information about pupils and may also receive information from their previous school, local authority and organisations such as but not exclusive to the Police/NHS and the Department of Education.

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains to parents and carers how we collect, store and use personal data about pupils. Crown Hills Community College are the 'data controller' for the purposes of data protection law. Mark Astill is our Data Protection Officer and his contact details can be found at the bottom of this notice.

What personal data do we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes but is not restricted to:

- contact details (such as name, unique pupil number, date of birth and address)
- characteristics (such as ethnicity, language, special educational needs and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- information and permissions for accessing school trips
- balances relating to the provision of food
- images of pupils for identity purpose
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department of Education

Why we collect and use this information

- Contact families and carers
- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out educational research
- Comply with the law regarding data sharing
- Fulfil the requirements for an exam board, qualification

The lawful basis on which we process this information

The Education Acts are the main laws that allow us to use data without the consent of the parent/guardian/carer. Schools have a legal obligation or have official authority to process the data. We only collect and use pupils' personal data when the law allows us to.

Sometimes consent will be required such as using a child's photograph

Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest Less commonly, we may also process pupils' personal data in situations where:

Less Commonly we may also process pupil's personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. In order to comply with the General Data Protection Regulations we will inform you whether you are required to provide certain pupil information. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this information

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We have a Data Retention Policy which sets out how long we must keep information about pupils.

Who we share this information with

Where it is legally required, or necessary (and it complies with Data Protection Law) we may share personal information about pupils with:

- schools and/or post-16 provision that the pupil attends after leaving us this includes assessment information and relevant safeguarding information
- our local authority, including Connexions in order to comply with our legal obligations for statutory data returns such as School Census
- the Department for Education (DfE) in order to comply with our legal obligations for statutory data returns
- Leicestershire Partnership NHS Trust for delivery of child health services, such as inoculation programmes and school nurses. They also use information about pupils for data research and statistical purposes.
- NHS Digital for analysing and presenting a range of health & social care data, including height and weight of pupils
- Exam boards and Educators
- Education Skills Funding Agency (ESFA) and Learning Records Service (LRS)

- Leicester Education Strategic Partnership (LESP), including Leicester Primary Partnership (LPP) and the Education Improvement Partnership (EIP)
- Leicestershire Police, courts and tribunals
- Contractors / suppliers providing IT and other services
- Financial organisations
- Security organisations

Why we share pupil information

We do not share your information 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) because we have to by law. This is used to give out school funding and for educational attainment policy and monitoring. We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements: You can see what we have to send for the school census here: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services Pupils aged 13+ Once our pupils reach the age of 13, we also pass pupil information to our local authority (including Connexions) 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.

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-forschools>. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Requesting access to your personal data Under data protection legislation

Parents/carers 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 our Data Protection Officer, see 'Contact Us' details below.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to consider their rights over their own data, or where the child has provided consent

Your other rights

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

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make 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 our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

If you have a concern about the way we are collecting or using your child's personal data, we request that you raise your concern with us in the first instance.

If you are then unhappy with our response, you can contact the Information Commissioner's Office: Website: <https://ico.org.uk/concerns/> Phone: 0303123 1113

Contact us

ASPIRATION

Be the best that you can be

COMMITMENT

Do what it takes for as long as it takes

SUCCESS

Be ready to take on the world

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer: Mark Astill Phone: [0116 273 6893](tel:01162736893)
Email: mastill@crownhills.leicester.sch.uk