

Community Inclusive Trust - **Privacy Notice (Pupils)**

1. Introduction

The Trust has a duty to inform pupils and their families of how they process the data that is in the control this is done through providing pupils and their families with a privacy notice.

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school. The Trust uses and processes pupil information within the remit of the Regulation (EU) 2016/679 (General Data Protection Regulation), referred to throughout this statement as the GDPR.

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

- Personal information (such as name, unique pupil number and address, gender);
- 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);
- and examination results);
- Medical information (such as allergies to food, medication a student may require and medical incidents that have occurred inside or outside school that may affect learning);
- Special Educational Needs and Disabilities information (such as specific learning difficulties, specific medical needs and previous learning or medical needs);
- Behavioural information (such as rewards, achievements, incident slips and exclusions);
- Postns);

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- Makes sure our Trust can get the money it is entitled to.
- Helps the government to create rules for schools.
- Helps the government to research future rules that may need to be put in place for schools.

To find out more about why we need to give the DfE your information, follow this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

9.3 Sharing by the DfE

The DfE is legally allowed to share your personal information with certain individuals and organisations, including the following:

- Schools
- LAs
- Researchers
- Organisations that support your wellbeing
- Other parts of the government
- People that fight crime

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
<https://www.gov.uk/government/publications/dfe-external-data-shares>

9.4 How to find out what personal information the DfE holds about you?

You are legally allowed to ask the DfE what personal information it holds about you. You

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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;
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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 the 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.
- 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

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- 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, we request that you raise your concern with us in the first instance. Alternatively, you can <https://ico.org.uk/concerns/>

18. Contact

If you would like to discuss anything in this privacy notice, please contact:

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