

COMPASS EDUCATION TRUST

Privacy Notice

Use of Student Data and Information

Compass Education Trust collects personal data about its students and may also receive information from their previous school, local authority and/or the Department for Education (DfE). The trust is a “data controller” for the purposes of GDPR (General Data Protection Regulation) and the Data Protection Act 2018. We use this data to:

- support students teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care,
- protect pupil welfare,
- assess how well the school as a whole is doing,
- administer admissions waiting lists,
- carry out research, and
- comply with the law regarding data sharing.

We only collect and use pupils’ personal data when the law allows us to. We process it where:

- we need to comply with a legal obligation
- we need it to perform an official task in the public interest
- 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)

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.

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

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.

Where we have obtained consent to use pupils’ personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

The data collected includes contact details, photographs, CCTV images captured in school, assessment results, pupil and curricular records, attendance information, any exclusion information, characteristics such as ethnic group, special educational needs, information re entitlement to Free School Meals, relevant medical information, safeguarding information, details of any support received including care packages, plans and support providers, and information about where they go after they leave the school.

This data may only be used or passed on for specific purposes allowed by law. The law requires us to pass data and information to local authorities, the Department for Education (DfE) and other education providers or official bodies. Data may be passed to agencies that are prescribed by law such as the Qualifications and Curriculum Authority (QCA), Examination Boards, Ofsted, the Education and Skills Funding Agency (ESFA), the Department of Health

(DH), Primary Care Trusts (PCT), and other government departments or organisations which legitimately require access to information or data. All these bodies are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with and safeguard the data.

We are required to provide information about pupils to the Department of Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

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

Students, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

For students of 13 years and over, the school is legally required to pass on certain information to Youth Support Services services providers on request. This information includes the name and address of the student and parent, and any further information relevant to the services' role. However, parents or the students themselves if aged 16 or over, can ask that no information beyond name, address and date of birth be passed on. If as a parent, or as a student 16 or over, you wish to opt-out and do not want the information beyond name, address and date of birth passed on, then please contact the school.

We will not give information about our students to anyone without your consent unless the law and our policies allow us to do so.

Storing Your Personal Data: In certain circumstances you will have willingly provided personal data to us. Where this has occurred, we will always take all reasonable precautions to make sure that your data remains secure and is handled in accordance with this Privacy Policy.

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. Our retention schedule will record how long we keep information about pupils.

Data that is provided to us is stored on our secure servers. Currently, all data is stored within the United Kingdom.

Consent to electronic communications: This may be withdrawn or given at any time by contacting the School.

The transmission of information via the internet is never completely secure and, therefore, we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own risk. Where we have given you (or where you have chosen) a password so that you can access restricted areas of our site, you are responsible for keeping this password confidential.

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, for further information on how schools, local authorities, and the DfE collect and use pupil data please visit:

- the DfE website:
www.gov.uk/data-protection-how-we-collect-and-share-research-data
- the data protection act 2018:
<http://www.legislation.gov.uk/ukpga/2018/12/contents>
- the general data protection regulations:
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

If you have any questions, concerns or would like more information about anything in this privacy notice please contact our Compass Education Trust data protection officer via your school.