



GDPR Student Privacy Notice

This privacy notice is aimed at students aged 11 and over

? What's this about?

A law has been made that keeps your information safe – things like your address, date of birth and phone number and any other information that can be used to identify you. Your data is held by The Consortium Academy Trust (the Trust) – a legal entity that runs your school. The Trust and other people collect and use information for all kinds of reasons, and the new law tells them exactly what they are allowed to do with yours.

We collect some information about our students, like you. It's our job to tell you how we will collect the information, how we will record it and how we will use it.

Data protection officer (DPO): This person makes sure we do everything the law says. The Trust's DPO can be contacted by emailing: dpo@consortiumtrust.co.uk

? Who looks after your information?

The Trust is the data controller of the personal information you give us – we look at how and why your information is collected and used.

Sometimes the school has to give your information to other people, such as the government, but it will only give away your information when you say it's ok or when the law says that they are allowed to. When your data is given to someone else, they must look after it and keep it safe.

? Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or to follow the law. For example:

- To provide you with education and monitor your progress
- To ensure that you are safe
- To monitor and ensure you use computer equipment safely
- To provide appropriate support
- To comply with the law regarding data sharing

Some of the information we hold about you will have been given to us by your parent / carer.

? What information do we collect?

The categories of information that the school collects, holds and shares include the following:

Your personal information

This includes your name, date of birth and address.



Your characteristics

This means information about you, like where you're from and what language you speak.

Your attendance information

We will also record details of your attendance such as how many times you missed school and why you couldn't come to school and how many times you were late.

Your assessment information

We collect your assessment and test results, for example when you sit a big test or exam.

Some of your medical information

We keep information about any allergies or any special conditions you have that we need to know about to keep you safe.

Your special educational needs

We collect information that helps us teach you better, such as any special educational needs you may have.

Behavioural information

We record details of your behaviour.

Photography /CCTV

Using photographs of you counts as processing your personal data. If you are under 16 we will ask a parent / carer for consent for us to take and use pictures of you. We might use your pictures on display boards or on the school's website or on the school social media, for example. If we do not have permission, we will not be able to do this.

Our schools use CCTV to keep individuals and our environments safe through the appropriate use of surveillance. At times we may need to recall any instances of disrespectful behaviour which has led to individuals being harmed or property being damaged. CCTV systems can also act as a deterrent of such behaviour. For further information on CCTV please see the CCTV Privacy Statement [The Consortium Academy Trust - DATA PROTECTION \(consortiumtrust.co.uk\)](http://consortiumtrust.co.uk)

Biometrics

If your school has a cashless catering service, then we may need to have a copy of your fingerprint which will be used to identify you at the till. We will ask your parents (if you are

under 16) if it is OK to have this before doing so. If we do not have permission, we will issue you with a PIN number instead which you must enter at the till each time.

Do you have to give us your information?

You must give us quite a lot of the information we need in order that we can do our job or follow the law, but there is some information that you can choose whether to let us have it or not.

When we ask you for information that you don't have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you don't want us to have the information, that's your choice.

How long will we keep your information?

We don't keep it forever, only for as long as we need it to help us do the thing we needed it for. We have a policy that tells us when to keep it and when to safely dispose of it.

Will your information be shared?

We won't share your information with anyone else without your permission, unless the law says we can or should. For example, we may share information with the Government. We may also share your information with the emergency services if you are involved in an accident.

Also, we normally have to share your information with the people in charge of all schools, the Department for Education. They may ask us to share things like:

- Number of students at the school
- Attendance figures
- Performance data

They store some of their information in the National Pupil / Student Database, and then share some of it with people looking to help schools and students like you.

We might share some information with people who provide education and training for people over 16, like colleges. We may pass on information that helps them to make sure they provide the right kinds of education, such as your name, date of birth, where you're from and things like that.

A minority of the educational computer programs that we use may store information about you in countries outside Europe. If we do this we will ensure that the program is safe to use.

We will also share information about you with your parents where the law permits or requires us to do so (for example information contained within school reports).

Data Subject Access Requests

You have the right to access and receive a copy of your personal data we hold on you – this is called a Data Subject Access Request. You can ask for this in writing or verbally. We then have one month to respond to your request. You can request this data if you are aged 13 or over. However, if you are under the age of 13 then your parents can exercise your rights on your behalf.

Your parents also have the right to request to see your data, but if you are over 13 we will ask you if you consent to this data being passed to your parents.

What are your rights?

You and your parents will have the right to:

- Be told how we use your information
- Ask to see the information we hold
- Ask us to change information you think is wrong
- Ask us to remove information when it's not needed anymore
- Ask us to only use your information in certain ways
- Tell us you don't want your information to be processed

If the information we are collecting is information that you can choose not to give, you can tell us to stop using it at any time.

If you're worried about how we get and use your information, you can speak to your teacher who will be able to help you and answer any questions that you have. You may also contact our Data Protection Officer using this email address: dpo@consortiumtrust.co.uk. If you want to speak to somebody not at the school or Trust, you can contact the people who look after information, called the Information Commissioner's Office (ICO), their website is www.ico.org.uk

Now you've read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job
- We may share your information with others, but only when we really need to
- We will ask for your permission to share your information whenever you have a choice
- You have rights under Data Protection law

If you have any questions, your teacher will be happy to help you.

The address of the Trust that your school belongs is:

The Consortium Academy Trust
Harland Way
Cottingham
East Yorkshire, HU16 5PX