

Privacy Notice for Pupils

Use of your personal data

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

This privacy notice explains how we collect, store and use personal data about **you**.

We, Cidari Multi Academy Trust (Cidari Education Ltd) are the 'data controller' for the purposes of data protection law.

Our data protection officer is Matt McIver (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 within your Academy.

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

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

Why we use this data

We use this data to help run the Trust and our Academies, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the Academy and Trust as a whole is performing
- Look after your wellbeing

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 law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

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

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about 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.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a pupil at one of our Academies. We may also keep it after you have left the Academy, where we are required to by law.

We have a record retention schedule available on our website which sets out how long we must keep information about pupils.

Data sharing

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:

- Our relevant local authorities – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- The Department for Education – To meet statutory and legal obligations.
- The pupil's family and representatives – To allow an effective relationships in delivering education to pupils and share critical information.
- Educators and examining bodies – To allow them to carry out their obligations and provision within our education setting.
- Ofsted – To comply with the common inspection framework.
- Blackburn Diocese – To facilitate relevant Trust operations
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Financial organisations – To allow the Trust to deliver its financial functions obligations and enable transactions.
- Central and local government – To comply with legislation and reporting requirements.

- Our auditors – To comply with financial standards.
- Health authorities – To comply with statutory requests.
- Security organisations – To ensure safeguarding and health & safety compliance
- Health and social welfare organisations - To comply with statutory requests, legal and safeguarding requirements.
- Professional advisers and consultants – To enhance Trust services and educational provision.
- Charities and voluntary organisations – To support the delivery of education and extended services.
- Police forces, courts, tribunals – To comply with legal requests and obligations.
- Professional bodies – To deliver our core educational provision and operational responsibilities.

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years 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 Academy and Trust 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.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to the relevant local authority to each Academy 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.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to the relevant body.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

[How to access personal information that we hold about you](#)

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust holds about them.

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 processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Matt McIver
Cidari Multi Academy Trust
Clayton House
Blackburn
BB1 2QE
Email: dpo@cidari.co.uk
Telephone: 01254 958888

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for pupils and to reflect the way we use data in our Trust