



## PRIVACY NOTICE FOR PUPILS

You have a legal right to be informed about how Frassati Catholic Academy Trust (FCAT) uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to inform you that we are processing your personal data.

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

We, FCAT, are the 'data controller' for the purposes of data protection law. Our data protection officer's contact details in 'Contact us' at the end of this privacy notice.

### **The personal data we hold**

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we obtain information about you from some other places too - other schools, the local council and the government. This information includes:

- Your contact details and the contact details of your parents or carers
- Your login details for use with online software
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you may have
- Your school test results
- Your school attendance records
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

### **Why we use this data**

We use this data to help run the school, including to:

- Contact you and your parents when we need to
- Check how well you are progressing and work out whether you or your teachers need any extra help
- Track how well the school is performing
- Look after your wellbeing
- We use educational software to support and sometimes record your learning

## **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 (so we can 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 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 withdraw your consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several different reasons, which allow us to use your data.

## **Collecting this information**

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

We will always tell you if it is 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 schools. We may also keep it after you have left the school, where we are required to by law. Our Retention Schedule sets out how long we will keep your information for.

Some of your information is stored in a paper-based file at your school and some is stored electronically on FCAT Schools hardware.

## **Data sharing**

We do not share personal information about you with anyone outside FCAT 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:

- **The local authority** to meet our legal duties to share certain information with it, such as concerns about pupil safety, attendance and exclusions
- **The Department for Education** (a government department) for the school census and examination results
- **Health authorities** for injections and to check on your development
- **Police forces, courts and tribunals** to assist them with investigations, safety and disagreements

- **Central and local government departments** to enquire about entitlement to free school meals, transport and care including special and high needs education
- **Other educational institutions** to pass on your information when you move from one school to another
- **Your family and representatives** to tell them about your progress, school events and the provision of pastoral care
- **Educators and examining bodies** for examination entries, marking and results
- **The schools regulator “Ofsted”** who checks your school is working correctly and may look at your work during a visit
- **Suppliers and service providers** to enable them to provide the service we have asked them to undertake
- **Survey and research organisations** used to assist with checking progress and by a government department (Department for Education) for statistics and research
- **Health and social welfare organisations** to help with attendance and to provide care
- **Professional bodies**, such as solicitors who assist with legal issues

### **National Pupil Database**

We are required to provide information about you to the Department for Education (a government department), as part of data collections such as the school census. The legal basis for providing this information is set out in Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013,

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

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

You can find more information about this on the Department for Education’s webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) if you have any questions about the database.

### **Youth support services**

Once you reach the age of 13, we are legally required to pass on certain information about you to the local authority or youth support services, as it has legal responsibilities regarding the education or training of pupils aged 13-19.

This information enables it to provide youth support services, post-16 education and training services and career advisers.

Your parents/carers, or you once you’re aged 16 or over, can contact our data protection officer to ask us to only pass your name, address and date of birth to local authority or youth support services.

### **Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

## **Your rights**

### **How to access personal information we hold about you**

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', if we judge you can properly understand your rights and what they mean. If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been shared with, or will be shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request, please contact your school.

### **Your other rights over your data**

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

- Say 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 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

### **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**:

- **Mr S Clay via the Clerk to the Board of Directors**

## Complaints

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

If you think 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:
- The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF