



Marling School is part of Cotswold Beacon Academy Trust and covered by the Trust Data Protection Policy.

Under data protection law, individuals have a right to be informed about how Cotswold Beacon Academy Trust uses any personal data held on them. The Trust and its Academy Schools complies with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where their personal data is being processed.

This privacy notice explains how we collect, store and use personal data about **pupils** and **parents/carers**.

The Cotswold Beacon Academy Trust (the Trust) is the 'data controller' for the purposes of data protection law.

The Trust Data Protection Officer is the Chief Finance and Operations Officer of the Trust (see 'Contact us' below).

### The Personal Data held

Personal data that may be collected, used, stored and shared (when appropriate) about **pupils** includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

The Trust and its Academy Schools may also hold data about pupils that has been received from other organisations, including other schools, local authorities and the Department for Education.

Personal data that may be collected, used, stored and shared (when appropriate) about parents/carers includes, but is not restricted to:

- Contact details and contact preferences

### Why this data is used:

This data is used to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists

- Carry out research
- Comply with the law regarding data sharing

## **Our legal basis for using this data**

Pupils' and parent/carers' personal data is only collected and used as the law allows. Most commonly, it is processed where:

- There is a need to comply with a legal obligation
- It is required to perform an official task in the public interest

Less commonly, pupils' and parents'/carers' personal data may be processed in situations where:

- Consent has been obtained to use it in a certain way
- It is required to protect the individual's vital interests (or someone else's interests)

Where consent has been obtained to use pupils' and parents'/carers' personal data, this consent can be withdrawn at any time. This will be made clear when consent is requested, and explanation given how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' and parents'/carers' personal data overlap, and there may be several grounds which justify use of this data.

## **Collecting this information**

While the majority of information collected about pupils and parents/carers is mandatory, there is some information that can be provided voluntarily.

Whenever a request to collect information from you or your child is made, it will be made clear whether providing it is mandatory or optional. If it is mandatory, an explanation of the possible consequences of not complying will be given.

## **How we store this data**

Personal information about pupils and parents/carers' is kept while they are attending an Academy School of the Trust. It may also be kept beyond their attendance if this is necessary in order to comply with Trust legal obligations. The Trust Record Retention Schedule sets out how long information is kept about pupils.

A copy of the Record Retention Schedule can be obtained by contacting the Academy School Office.

## **Data sharing**

Information about pupils and parents/carers' will not be shared with any third party without consent unless the law and Trust policies allows.

Where it is legally required, or necessary (and it complies with data protection law) personal information about **pupils** may be shared with:

The local authority (Gloucestershire County Council)

- Schools that students attend after leaving the Trust's Academy School
- The Department for Education
- National Health Service to support student safety and vaccination programmes
- The pupil's family and representatives

- Educators and examining bodies
- The regulator [Ofsted]
- Suppliers and service providers – to enable them to provide a contracted service such as careers and PE provision
- Financial organisations
- Central and local government
- Auditors
- Survey and research organisations
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- GL Assessment, which supports the Trust in target setting for KS3 students
- Fisher Family Trust (FFT) - an educational charity that supports the Trust in GCSE target setting for individual students and also reports on whole school GCSE performance
- A Level Performance Systems (ALPS), which uses student's GCSE results to identify both individual student A Level targets and to report on whole school A Level performance

## **National Pupil Database**

The Trust is required to provide information about pupils to the Department for Education as part of statutory data collections such as the Academy 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.

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 Trust pupils reach the age of 13, there is a legal requirement to pass on certain information about them to Gloucestershire Local Authority and/or Youth Support Services 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 the Trust DPO to request that only the individual's name, address and date of birth is passed to Gloucestershire Local Authority and/or Youth Support Services

## **Transferring data internationally**

Where personal data is transferred to a country or territory outside the European Economic Area, it will be done in accordance with data protection law.

## **Parents and pupils' rights regarding personal data**

Individuals have a right to make a 'subject access request' to gain access to personal information that their Academy School holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if information is held about you or your child, we will:

- Give a description of it
- Explain why we are holding and processing it, and how long it will be kept for
- Explain where it was obtained, if not from you or your child
- 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact the Trust Data Protection Officer via your Academy School Headteacher.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact your Academy School Headteacher.

## **Other rights**

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 the Data Protection Officer via your Academy School Headteacher.

## **Complaints**

The Trust takes any complaints about the collection and use of personal information very seriously.

If you think that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with your Academy School Headteacher 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 ask your Academy School Headteacher or contact our **Data Protection Officer**, Cotswold Beacon Academy Trust, Cainscross Road, Stroud. GL5 4HE email: [DPO@CBAT.academy](mailto:DPO@CBAT.academy)