

CP2 - PRIVACY NOTICE FOR STUDENTS, PARENTS AND CARERS DATA PROTECTION ACT 2018

This privacy notice explains how we use information about you and your child and what we do with it. The information is called 'personal data' or 'personal information'.

Students and parents/carers are asked to read this notice before completing the school's student registration form.

Who we are

We are the Corvus Learning Trust. The Corvus Learning Trust is the organisation that is in charge of your personal information. This means that the Corvus Learning Trust is called the Data Controller for the purposes of the Data Protection Act.

The postal address of the Corvus Learning Trust is:

Grant Road
Crowthorne
RG45 7HZ

Alternatively you can email us at email here enquiries@corvuslearningtrust.co.uk

If you want to discuss, correct or update your personal information you should contact the school directly. You can leave a letter at reception or send one by post to:

Corvus Learning Trust
Grant Road
Crowthorne
RG45 7HZ

Email: clerk@corvuslearningtrust.co.uk

How we use student information

The Corvus Learning Trust collect and hold personal information relating to our students and may also receive information about them from their previous school, the local authority and/or the Department for Education (DfE).

If you want to see a copy of the information about you that we hold and share about your child, please contact the school.

We hold this personal data and use it to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide access to online learning environments, such as Google Classroom
- Provide facilities for students, parents and carers to pay for services, such as cashless catering in the school canteen
- Communicate with parents
- Provide appropriate pastoral care

- Assess the quality of our services
- Comply with the law about sharing personal data

This information includes your child's contact details, national curriculum assessment results, attendance information, any exclusion information, where students go after they leave us and personal characteristics such as ethnic group, special educational needs and relevant medical information. If your child is enrolling for post 14 qualifications we will be provided with your child's unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.

We will also use photographs of students in accordance with the permissions indicated by you on the student registration form.

The use of your information for these purposes is lawful for the following reasons:

- The Corvus Learning Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us, such as our duty to safeguard students
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our students. This is a function which is in the public interest because everybody needs to have an education. This means we have real and proper reasons to use your information
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be where we are involved in activities which are not really part of our job as a Trust but we are involved because we think it would benefit our students. If you give your consent, you may change your mind at any time

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How long we keep your information

We only keep information for as long as we need to or for as long as the law requires us. Most of the information we have will be in the student's file. We usually keep these until their 25th birthday (or until their 35th birthday in the case where a student has a statement for educational needs) unless they move to another school in which case we send their file to their new school. We have a policy which explains how long we keep information. It is called a Records Retention Policy and it can be found at www.corvuslearningtrust.co.uk

Your rights

You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)

- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy which can be found at www.corvuslearningtrust.co.uk

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

When we give your information to others

We will not give information about your child to anyone outside the school without your consent unless the law, including the Data Protection Act, and our rules allow us.

We are required by law to pass some information about your child to the Local Authority (Bracknell Forest Council) and the Department for Education (DfE).

Once pupils are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both the pupil's and the parents' names and addresses and any further information relevant to the support services' role. This includes sharing certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

However, the pupil (if aged 16 or over) or parent can ask that no information beyond name and address and date of birth be passed on to the youth services provider. Please inform the school if you or your parents wish to opt out of this arrangement.

For more information about young peoples' services, please go to the Direct Gov Young People page at www.gov.uk/government/policies/young-people

We will also disclose student's personal data to:

- Their new school if they move schools
- Services connected with SEN support – e.g. Speech and Language Therapy Service, Occupational Therapy Service, Educational Psychology Service, etc
- School nurse
- School Counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- Assessment Tracking Services, such as SISRA

The information disclosed to these people/services may include sensitive personal information about students. Usually this means information about health and any special educational needs or disabilities. We do this because these people need the information so that they can support your child's education.

Our disclosure of your personal data is lawful for the following reasons:

- The Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our students and protect them from harm
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our students with education and pastoral care and connected purposes as outlined above
- The services comply with the Data Protection Act and associated standards

We will not usually need consent to disclose your information. However, if at any time it appears to us that we would need consent then this will be sought before a disclosure is made.

If you require more information about how the Local Authority (LA) and DfE hold and use your child's information, then please go to the following websites:

www.bracknell-forest.gov.uk

<https://www.bracknell-forest.gov.uk/council-and-democracy/data-protection-and-freedom-information/data-protection-act>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Performance and Governance
Children Young People and Learning
Bracknell Forest Council, Time Square,
Market Street, Bracknell, Berkshire
RG12 1JD

www.bracknell-forest.gov.uk

e-mail: cyp1@bracknell-forest.gov.uk
Tel: 01344 354000

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

www.education.gov.uk

www.education.gov.uk/help/contactus
Tel: 0370 000 2288

The National Pupil Database (NPD) is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

To find out more about the NPD, go to <https://www.gov.uk/government/collections/national-pupil-database>

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested
- The arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact the DfE: <https://www.gov.uk/contact-dfe>

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one parent lives abroad or if you move to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. For example, we will look at whether that other country has good data protection laws. If we cannot be sure that it is safe then we will talk to you to make sure that you are happy for us to send your information.