
Chester Diocesan Academies Trust

Privacy Notice for Pupils and their Families

Chester Diocesan Academies Trust (CDAT) ('the Trust', 'we', 'us' or 'our') take data protection and our obligations with regard to data protection seriously. Under data protection law, individuals have a right to be informed about how the Trust uses any personal data held 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 will use or "process" personal data about individuals including current, past and prospective pupils ("pupils") and their parents, carers or guardians (referred to in this notice as "parents"). If you find this notice difficult to understand, you can ask your parents or another adult such as your teacher to help you understand it.

Our details

We are:	Chester Diocesan Academies Trust (CDAT)
Address:	Church House, 5500 Daresbury Park, Daresbury, Warrington, WA4 4GE
Web site:	www.cdat.co.uk
Phone number:	01928 718834
ICO registration number:	ZA034006
Data Protection Officer:	Jason Hampton
Contact email:	DPO@cdat.co.uk

Who processes your information?

Chester Diocesan Academies Trust (CDAT) is the data controller for the purposes of the Data Protection Act 2018 and the General Data Protection Regulation (together the "Data Protection Law") of the personal information you provide to us. This means that the Trust determines the purposes, and the manner in which, any personal data is processed.

Why do we collect and use personal information?

We use personal data to:

- Support our pupil learning: we will process Personal Data to help every child achieve his or her potential in all areas of learning and to promote excellence in our teaching and learning environment.
- Monitor and report on pupil attainment and progress: we will process Personal Data to record pupils' progress to help set and monitor targets; and to boost the achievements and aspirations of all pupils.
- Provide appropriate pastoral care: we will process Personal Data to ensure that all pupils are properly supported in their time with us. We will process data to help staff understand and respond to the unique circumstances of all pupils.
- Deliver free entitlement places for two, three and four year olds: we will process Personal Data to check and calculate free entitlement; provide funding; provide advice, support and guidance to the setting; and to enable financial and policy compliance checks.
- Assess the quality of our services: we will process Personal Data so that we may reflect on our own practices to help us improve and provide the highest quality education that we can to all pupils.

- Ensure proper management of school trips and afterschool clubs and activities: when pupils and parents participate in school trips and afterschool clubs and activities Personal Data will need to be processed.
- Keep pupils safe and protect their welfare: in order to protect pupils, parents and staff in their involvement at the Trust, we must process Personal Data relating to matters such as incidents and responses to incidents.
- Meet statutory duties: placed upon us by the government for activities such as DfE data collections.

Categories of information that we collect, hold and share

Personal Data that we may collect and process about pupils includes, but is not restricted to:

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address).
- Characteristics (such as ethnicity, language, and free school meal eligibility).
- Safeguarding information (such as court orders and professional involvement).
- Special educational needs (including needs and ranking).
- Medical and administration (such as child health, dental health, allergies, doctor's details, medication and dietary requirements).
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended).
- Assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolment and any relevant results).
- Behavioural information (such as exclusions and any relevant alternative provision put in place).
- CCTV images that have been captured, to keep our premises safe and secure for all users.

The lawful basis on which we process this information

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 (in meeting the statutory duties placed upon us).
- We need to use it to carry out a task in the public interest (in order to provide you with an education and to offer extra-curricular activities such as reading sessions and afterschool clubs to benefit the personal and academic growth of our pupils).
- We are fulfilling a contract for services which are paid for, such as music tuition, school trips or examination entrance.

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 (for example, school photographs for non-educational purposes).
- We need to protect your, or someone else's, vital interests (protect your life).

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

Pupil data is essential for the operational use of the Trust and our schools. Whilst in most cases you, or your parents/carers, must provide the personal information we need to collect, some of it is requested on a voluntary basis. We will always tell you if it is optional. If you must provide the data, we will explain what might happen if you do not provide it.

In addition, when a child joins us from another school, we receive a secure file containing relevant information called a Common Transfer File (CTF) and may use registration forms at the start of the school year.

We ask parents to keep pupil information up to date through a variety of methods, including online services for parents. Parents will receive invites to register from your school and reminders to update your information regularly throughout the school year.

Storing personal information

We keep personal information about pupils and parents while they are attending our school. We may also keep it beyond their attendance at one of our schools if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils. You can request a copy of our record retention schedule by contacting our Data Protection Officer or by accessing your school website.

Sharing Information

We do not share personal information about you with anyone without consent unless the law and our policies allow us to do so.

We may share pupil information with:

- Schools that pupils attend after leaving us.
- Schools within the Trust.
- The Local authority in order to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- Youth support and Careers guidance services (pupils aged 13+).
- The Department for Education (DfE).
- The pupil's family and representatives.
- Educators and examining bodies.
- Regulators, such as Ofsted.
- Financial organisations.
- Health authorities such as the School Nurse and other medical professionals.
- Health and social welfare organisations.
- Security organisations.
- Professional advisers and consultants.
- Charities and voluntary organisations in support of pupils' needs.
- Police forces, courts, tribunals.
- Professional bodies.
- ICT support suppliers.
- School meal providers where relevant allergy information is vital (usually primary settings only).
- Suppliers and service providers and educational software providers in support of teaching and learning to enable them to provide the service we have contracted them for.

This list is not exhaustive.

Youth support services

Once our pupils reach the age of 13, we also pass pupil information to the local authority (LA) and/or provider of youth support services because they have responsibilities in relation to the education or training of 13 to 19-year-olds under section 507B of the Education Act 1996.

Sharing this information allows them to provide the following services:

- Youth support services
- Careers advisers
- Post-16 education and training providers

The information we share is limited to the pupil's name, address and date of birth; however, where a parent has provided their consent, other relevant information will be shared. This right to consent is transferred to pupils once they reach 16-years-old.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via the Local Authority for the purpose of those data collections, under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#). For more information, please see 'How Government uses your data' section at the end of this notice.

Requesting access to your personal data

You have the right to request access to information which we hold about you. To make a request for your personal information please contact the Trust's Data Protection Officer at dpo@cdat.co.uk.

You also have specific rights in relation to the processing of your data:

- To ask us for access to information about you that we hold.
- To have your personal data rectified, if it is inaccurate or incomplete.
- To request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- To restrict our processing of your personal data (i.e. permitting its storage but no further processing).
- To object to direct marketing, including profiling, and processing for the purposes of scientific/historical research and statistics.
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

For further information on how to request access to personal information held centrally by DfE, please see the ['How Government uses your data'](#) section at the end of this notice.

Making a compliant

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. If you are unhappy with the way we have dealt with any of your concerns, you can make a complaint to the Information Commissioner's Office (ICO), the supervisory authority for data protection issues in England and Wales using the details below. The ICO is a wholly independent regulator established in order to enforce data protection law.

ICO Concerns website: www.ico.org.uk/concerns
ICO Helpline: 0303 123 1113
ICO Email: casework@ico.org.uk
ICO Postal Address: Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF

Changes to this notice

Any changes we make to this notice in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes.

This privacy notice was last updated on 4th February 2019.

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education and contains information about pupils 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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