



# CHRIST THE KING CATHOLIC COLLEGIATE

A Multi Academy Company



Together as one community with Christ at the centre

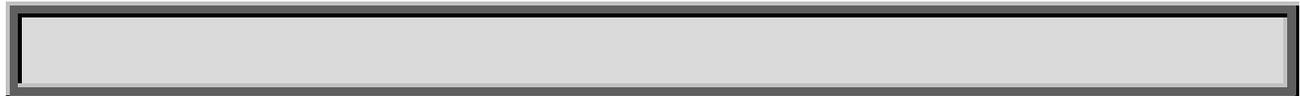
## CtKCC Privacy Notice

### (How we use Parent/Carer and Pupil Information)

Date: May 2018

Adopted: May 2018

Review: September 2019



The purpose of this privacy notice is to inform parents/carers and pupils who attend Christ the King Catholic Collegiate for the purpose of learning of how personal information about you and your child/dren will be collected, stored, used and where appropriate shared.

#### **The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number, date of birth, age, address, dietary requirements, doctors name and contact details, photograph)
- Characteristics (such as ethnicity (first language, religion, proficiency in english language), gender, nationality, country of birth, mode of transport, if you are a service child, young career, free school meal eligibility and previous school history)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Parent/carers email address, place of work, national insurance number (NI) and date of birth
- Medical conditions and/or allergies
- Details of any medication taken
- Emergency contact details (name(s) and numbers)
- Special Educational Needs (SEN) information
- Court orders relating to access rights and Looked After Children (LAC)
- Parental/carers consent information (i.e. photographs, media and biometrics (where applicable))
- Examination results

- Record of communication to parents/carers
- Behaviour issues and concerns
- Attendance information
- Performance/progress data
- Universal Infant Free School Meal (UIFSM) and Free School Meal (FSM) entitlement
- Biometric information (St John Fisher Catholic College only)

## **The categories of parent/carer information that we collect, hold and share include:**

- Full name
- Address
- Contact numbers
- Parental responsibility details
- Record of any meetings with the school

## **Why we collect and use this information**

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- in order to provide 30 hr funding for eligible nursery children
- to ensure that the setting receives the statutory funding for which it is eligible
- Census purposes
- for use in emergencies (including medical)
- to facilitate a cashless payment system
- to facilitate parents evening booking system
- to facilitate a school library system
- to facilitate text communication between school and parents/carers
- to capture assessment information
- to facilitate revision and curriculum computer programmes
- to provide contact details for school sports providers and after school clubs
- ensure that the setting receives the statutory funding for which it is eligible
- contact named person in an emergency
- support pupils in their school to school transfer and transition to a secondary school
- support pupils in their transition to a post 16 provider of education and training

## **The lawful basis on which we use this information**

We collect and use pupil information under Article 6:

- (a) Consent: the individual has given clear consent for the company to process their personal data for a specific purpose

- (b) Legal obligation: the processing is necessary for CtKCC to comply with the law (not including contractual obligations)

And under Article 9:

- (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

## **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## **Storing pupil data**

We hold pupil data for:

Secondary schools – when the learner reaches 25 years of age or 30 years if held on the SEN register.

Primary schools:

Until the learner leaves the setting.

## **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- District inclusion panel
- Social care and police (as required)
- the Department for Education (DfE)
- the Diocesan Education Service
- Schools Information Management System (SIMS)
- Emergency services
- ParentPay
- Parent Mail
- School Comms
- Teachers to Parents
- Evolve Educational Visits system
- Education City
- Accelerated Reading
- National Retail Systems (NRS – cashless till system provider)
- Virtual headteacher
- Class Dojo (online learning journal)
- Tapestry (online learning journal)
- Pearson Education (online learning resource)
- DCPro and GL Assessment
- School nurse/health services

- Careers advisor
- Show my Homework
- Moodle
- Kerboodle
- Mint class
- MyMaths
- Revision and curriculum computer programme providers
- Assessment programme providers
- Father Hudson's charitable trust
- Sports and music providers
- Library software
- GCSE Pod
- UCAS and other Further Education (FE) providers
- Alternative education providers e.g. Resseheath
- SJFCC Trinity partners
- Parish Church in regards to First Holy Communion and Confirmation

If other online services are utilised in the future to support pupil learning, these will be communicated before sharing of pupil information.

## **Why we share pupil information**

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

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **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>.

## **Youth support services**

### **Pupils aged 13+**

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

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

## **Pupils aged 16+**

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit your local authority website.

## **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.

We are required by law, to provide information about our pupils 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 NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils 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: and
- the arrangements in place to store and handle the data

To be granted access to pupil 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 DfE: <https://www.gov.uk/contact-dfe>

## Requesting access to your personal data

Under data protection legislation, parents/carers and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact:

School	Point of contact
St John Fisher Catholic College	- Office-sjfcc@ctkcc.co.uk
St Mary's Catholic Primary School	- Office.stm@ctkcc.co.uk
St Teresa's Catholic Primary School	- TBC
St Thomas Aquinas Catholic Primary School	- TBC
St Wulstan's Catholic Primary School	- office@stwulstansprimary.co.uk
Our Lady & St Werburgh's Catholic Primary School	- Admin.OLSW@ctkcc.co.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Mr D Rushton  
MAC Operations Manager  
Christ the King Catholic Collegiate  
Ashfields New Road  
Newcastle under Lyme  
Staffordshire  
ST5 2SJ

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