



Privacy Notice

Chadsgrove Educational Trust is a Registered Charity (No. 1171301) and a Limited Company (Registration No. 10161153), and registered with the Information Commissioners Office (ZA934303).

Chadsgrove Educational Trust (the College) is a data controller for the purposes of the Data Protection Act 2018 and the General Data Protection Regulation (UK GDPR). We collect information from students and their parent carers or advocates, and may receive information about students from their local authority, previous school, Department for Education, health and therapy services.

This notice summarises what personal data the College gathers and holds and how the College uses and shares it.

Information we may hold

Information held includes:

- full name, home address, email address, telephone number, date of birth, sex, ethnicity, religion of student
- National Insurance Number, NHS number for student, unique pupil number (UPN), unique learner number (ULN) of student
- names, addresses, telephone numbers, e-mail addresses and other appropriate contact details for parent carers/advocates.
- court orders or criminal petitions which relate to students so that we can comply with safeguarding obligations to protect students' welfare and well-being;
- references given or received by the College about students and information provided by other educational establishments and/or other professionals or organisations working with students
- information about health and medical requirements, including personal care information, dietary requirements and allergies
- copies of Education, Health and Care Plans (EHCPs) and reports from previous education providers, Annual Review documentation, social worker details and safeguarding information
- individual learning plans, assessment and attainment information including student work
- case and clinical notes regarding medical, care, behaviour and therapies
- bank details and other financial information such as benefits entitlement
- family circumstances in relation to eligibility for bursary funds and free college meals
- details of funding received to provide placement at the College
- attendance records
- photographs and videos of students and visitors, including CCTV images
- progression data for students leaving the college

Why we hold this information

We hold this data and use it to:

- enable registration of students at the College
- provide education, personal care and therapy services and monitor and report on progress

- support planning and forecasting for College provision
- to comply with relevant statutory requirements and reporting to government Departments and Agencies
- assess College performance

Who we may share information with

We will not give information about students to anyone outside the College without their consent (or that of those with parental responsibility) unless the law and our policies allow us to.

We are required by law to pass some information about students to their local authority, the Department for Education (DfE), Ofsted, examination and accreditation awarding bodies.

We will share personal information with law enforcement or other authorities if required by applicable law, for example where we have safeguarding concerns of a serious nature. We may also share information with emergency services if there is an emergency while students are in our care.

Information may also be shared with consultants and professional advisors, and with organisations supporting work experience or other activities as part of College provision. We will not share personal information with any other third party.

Why that information may be shared

Information such as name, age, sex may be required for activity planning with other organisations. Student personal data is used by the DfE and its agencies to exercise its functions and to meet its statutory responsibilities. The DfE may share student personal data with third parties for education, training, employment and well-being related purposes, including for research where legislation allows them to do so and the sharing is in compliance with data protection legislation. Further information about the DfE's use of and access to student personal data can be obtained from the following website: <https://www.gov.uk/government/publications/esfa-privacy-notice>

How long information will be kept by the College

We will retain personal data securely for as long as a student is being provided with education by the College. We will then keep some information after the student has left the College where legitimate and lawful.

If you have any Data Protection concerns or questions about this policy or the ways in which we use your personal information you can contact our Data Protection Officer.

Data Protection Officer: Angela Macvie

Telephone: 01527 871511