



Chadsgrove Educational Trust Specialist College

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Website: www.chadsgrovespecialistcollege.org.uk

Privacy Notice: Students

Under Data Protection Law, individuals have a right to be informed about how Chadsgrove Educational Trust Specialist College uses any personal data that we hold about them. We comply with this right by providing 'Privacy Notices' to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about students. By enrolling at College, students are agreeing to allow the College to communicate with parent carers / advocates (named as contacts) to share progress information in addition to discussion of any concerns including attendance.

We, Chadsgrove Educational Trust Specialist College, Meadow Road, Catshill, Bromsgrove, are the 'data controller' for the purposes of data protection law.

Our interim Data Protection Officer is Angela Macvie (see 'Contact us' below).

The personal data we hold for students:

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, date of birth, identification documents
- Educational records including results of internal assessments and externally set tests
- Characteristics, such as ethnic background
- Special Educational Needs information
- Health and medical needs information
- 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
- Financial information
- Photographs and video recordings
- CCTV images captured in the College and School grounds
- Consent forms for trips and other educational activities

We may also hold data about students that we have received from other organisations, including local authorities, health and social care services, other educational settings/providers and the DfE.

Why we use this data

We use this data to:

- decide who to admit to the College
- to maintain a waiting list
- support student learning
- monitor and report on student progress
- provide appropriate pastoral care
- protect student welfare
- ensure the continuity of the services that we offer to support students

- communicate with Parent Carer/Advocates and other organisations such as health and social care
- carry out research – (specific consent would be gained if data was to be used in this way)
- comply with the law regarding data sharing
- assess the quality of our services
- promote our College
- respond to investigations from our regulators or to respond to complaints raised by our stakeholders;
- access financial support (requiring National Insurance number, income details)
- assist with any legal proceedings threatened or commenced against the College

Our legal basis for using this data

We only collect and use student personal data when the law allows us to. We process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest
- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where the personal data we collect about students is sensitive personal data (including medical and disability information), we will only process it where:

- we have explicit consent;
- processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent; and / or
- processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds that justify our use of the data.

Collecting this information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your young person, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about students while they are attending our College. We may also keep it beyond their attendance at our College if this is necessary in order to comply with our legal obligations. Our Record Retention Schedule sets out how long we keep information about students.

You may request a copy of our Record Retention Schedule by contacting the office by emailing: info@chadsgrovespecialistcollege.org.uk, telephoning: 01527 871511 ext. 400 or visiting us in person.

Data sharing

We do not share information about students or their families with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with Data Protection law), we may share personal information about students or their families with:

- Our Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Central or Local Government
- The student's family and representatives
- Other educators and examining Bodies
- Ofsted
- Suppliers and service providers to enable them to provide the service that we have contracted them for
- Health Authorities
- Health and Social Welfare Organisations
- Charities and Voluntary Organisations
- Police Forces, Courts, Tribunals
- Professional Advisors and Consultants

Transferring data internationally

We do not currently transfer personal data to a country or territory outside the European Economic area. If we needed to do so, we will do this in accordance with Data Protection Law.

Students' rights regarding personal data

Students have a right to make a 'subject access request' to gain access to personal information that Chads Grove Educational Trust holds about them.

Parent Carer/Advocates can also make a request with respect to their young person's data where their young person is considered not competent to understand their rights over their own data, or where the young person has provided consent for them to do so. This includes access to the young person's educational records.

Parent Carer/Advocates also have the right to make a subject access request with respect to any personal data Chads Grove Educational Trust holds about them. For more information, please see the Parent Carer/Advocate Privacy Notice.

If you make a subject access request, and if we do hold information about you or your young person, we will:

- Give you a description of it
- Tell you why we are holding and processing it and how long we will keep it for
- Explain where we got it from, if not from you or your young person
- 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 our interim Data Protection Officer.

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 our interim Data Protection Officer

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our interim 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 contact our interim **Data Protection Officer**: Angela Macvie via email: amm56@chadsgrove.worcs.sch.uk or by calling: 01527 871511.