

# Privacy Notice (how we use pupil information)

The categories of pupil information we collect, hold and share includes:

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- Personal information (such as name, unique pupil number and address, any special educational need they may have as well as relevant medical information).
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility, LCA Pupil Premium).
- Attendance information (such as sessions attended, number of absences and absence reasons, any exclusion / behavioural information and where they go after they leave school).
- Safeguarding (such as disclosures made, behavioural information, multi-agency involvement).

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
- to keep pupil safe.

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

We collect and use pupil information under the following areas set out in Article 6 of the General Data Protection Regulation:

**a) consent:** the individual has given clear consent for you to process their personal data for that specific purpose.

**b) contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract (Nursery pupils).

**c) legal obligation:** the processing is necessary for you to comply with the law.

**d) vital interests:** the processing is necessary to protect someone's life (safeguarding).

**e) public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

We collect and use pupil information under the following area set out in Article 9 where data processed is special category data from the General Data Protection Regulation

**f) processing is necessary to protect the vital interests of the data subject** or of another nature person where the data subject is physically or legally incapable of giving consent (safeguarding, SEN information).

## 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 one year after the child leaves a CLIC Trust school. Some pieces of data will be kept for longer than this as appropriate, for example data relating to SEND. We use a Data Retention and Secure Destruction Guide for each school that lists all examples of data kept longer than one year after the child leaves a CLIC Trust School.

## Who We Share Pupil Information With

We routinely share pupil information with:

- Schools that the pupils attend after leaving us or that provide outreach
- The local authority or social care
- The Department for Education (DfE)
- Manchester Teaching School Alliance – ITT students
- University placement students
- Schools nurse
- NHS, Speech and Language Therapists
- Catalyst Educational Psychologists
- Contractual third parties: CPOMS, Captia Sims, SchoolCal, ParentPay, Swimphony, Impero, TT Rock Stars, Interactive Learning Diary, 2 Simple (Purple Mash, 2 Simple Learning Diary), Inventory, Lexia, Spelladrome, Mathletics.

If you want to talk to us about the contractual third parties, we share your child's data with please come to talk to us.

## 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 DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

For more information about the DfE's data sharing process, please visit:

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

## Requesting Access to Your Personal Data

Under data protection legislation, parents and pupils have the right to 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 the Data Protection Officer (DPO) for the Trust email

[DPO@clicmanchester.com](mailto:DPO@clicmanchester.com)

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 purposes of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- 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 the Data Protection Officer on:

[DPO@clicmanchester.com](mailto:DPO@clicmanchester.com)