



Bottisham Village College
Lode Rd, Cambridge
CB25 9DL, United Kingdom
01223 811250
office@anglianlearning.org
www.anglianlearning.org

Privacy Notice for Pupils (over the age of 12)

Under data protection law, individuals have a right to be informed about how an organisation uses any personal data that is held about them. We comply with this right by providing privacy notices to individuals whose personal data we are processing.

This privacy notice explains how we collect, store and use personal data about pupils.

Who we are

Sawston Village College is part of Anglian Learning. Anglian Learning is the organisation which is in charge of your personal information. This means the Academy Trust is called the Data Controller.

The postal address of the Academy Trust is:

Anglian Learning
c/o Bottisham Village College
Lode Road
Cambridge
CB25 9DL

If you have queries regarding how we use your personal information you can contact our Data Protection Officer. The role of the Data Protection Officer for the Trust is being undertaken by The ICT Service. Our Data Officer at The ICT Service is Paul Stratford who can be contacted on 01480 373229 or dpo@theictservice.org.uk.

The categories of pupil information that we process include:

- Personal identifiers and contacts (such as name, unique pupil number, contact details, address, date of birth)
- Characteristics (such as ethnicity, language, and free school meal eligibility or special educational needs)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, childhood health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (progress information and exam results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

- Information about free school meal and pupil premium eligibility
- Information for catering management purposes (e.g. whether you have school dinners and how often)
- Details of any support received, including care packages, plans and support providers
- CCTV images captured in school
- Data about the use of the school's information and communication system
- Photographs (please refer to our photograph policy)
- Biometric information for cashless catering purposes

We may also hold data about you that we have received from other organisations, including other schools, local authorities and the Department of Education.

Why we collect and use pupil information

Anglian Learning collect and hold personal information relating to our pupils. We use this personal data to:

- support your learning
- monitor and report on your progress
- provide appropriate pastoral care for you; and
- assess the quality of our services
- protect your welfare and keep you safe (food allergies or emergency contact details)
- to comply with the statutory duties placed on us by the DfE data collections
- carry out research
- administer admissions waiting lists

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

The use of your information for these purposes is lawful for the following reasons:

- The Academy Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- it is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be activities that are not core to education but we think would benefit you. If you give your consent, you may change your mind at any time.



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How we collect pupil information

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

We will also obtain information from your previous school, usually via secure file transfer from your previous school.

When we give your information to others

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact the relevant school.

Once our pupils reach the age of 13, the law requires us to pass on certain information to providers of Youth Support Services in your area who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. You can request that **only** your name, address and date of birth be passed to the support service by informing the relevant school. For more information about services for young people, please go to the National Careers website <https://nationalcareersservice.direct.gov.uk>.

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority. Some of the information provided to the DfE is then stored in the National Pupil Database (NPD). The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to [National pupil database: user guide and supporting information - GOV.UK](#).

For more information about DfE's data sharing process with other organisations, 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>

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- The Local Authority
- The pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers
- Survey and research organisations
- Health Authorities
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts and tribunals

We will take family circumstances into account when disclosing information, in particular where a Court has decided what information a parent is allowed to have.

Our disclosure of your personal data is lawful for the following reasons:

- The Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- There is substantial public interest in disclosing your information because it is necessary to keep our pupils safe from harm.
- We may not need consent to disclose your information. However, if at any time it appears to us that we would need consent then we will ask you before a disclosure is made.

It is in your interest for your personal information to be passed to these people or services. If we need consent to pass on your information, we will ask you for consent if you are old enough to understand.

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one of your parents lives abroad or if you move to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you about it and make sure that you are happy for us still to send your information.



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How long we keep your information

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in our pupil files. We usually keep these until your 25th birthday unless you move to another school in which case we send your file to your new school. We have a policy which explains how long we keep information. It is called a Records Retention Policy and you can find it here <https://anglianlearning.org/financial-documents/data-protection/> or ask for a copy at the school office.

Your rights

You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy which is available on the Anglian Learning website <https://anglianlearning.org/financial-documents/data-protection/>

A list of third parties that we share information can be obtained from the school.

Complaints

We take any complaints about our processing of personal data very seriously.

If you think that our processing of personal data is unfair, misleading or inappropriate or have any concerns about our data processing please raise it with us in the first instance.

To make a complaint please contact Claudine Bateman, Director of Operations on cbateman@anglianlearning.org. You can also contact our Data Protection Officer on dpo@theictservice.org.uk or by letter addressed to:

Paul Stratford
Speke House
17 Compass Point Business Park
Stocks Bridge Way

St Ives
Cambridgeshire
PE27 5JL

If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.
On line: <https://ico.org.uk/concerns/>