

Privacy Notice –Students

Approved by RET Board

Approved on December 2019

SLT contact Headteacher

Revision due Every 2 years



Privacy Notice – GDPR & Data Protection Act 2018

Students of Russell Education Trust schools

1. Background

This Russell Education Trust ('the Trust') Privacy Notice applies to all personal data held by the Trust as a multi-academy trust and by individual schools in the Trust.

The Trust aims to ensure that all personal data collected by the Trust and in its individual schools, is collected, stored and processed in accordance with the [General Data Protection Regulation \(EU\) 2016/679 \(GDPR\)](#) and the Data Protection Act 2018 (DPA 2018).

You have a legal right to be informed about how the Trust uses any personal information we hold about you. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to you where we are processing your personal data.

This notice explains how we collect, store and use personal data about students at our schools, like you.

We, the Russell Education Trust, Manor House, 1 The Crescent, Leatherhead, Surrey, KT22 8DY are the 'data controller' for the purposes of data protection law.

Our data protection officer is Jo Townsend. See 'Contact Us' below.

2. The personal data we hold

We hold some personal data about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too, like other schools, the local council and the government.

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

- Your contact details and contact preferences
- Details of your family members
- Your date of birth
- Your test results
- Your student and curricular records
- Details of any behaviour issues or exclusions
- Attendance information

We may also collect, use, store and share (where appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes but is not restricted to:

- Information about your characteristics, like your ethnic background
- Information about any special educational needs
- Your religion where this is relevant to our admissions arrangements
- Information about any medical conditions you have
- Photographs and CCTV images captured in school

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3. Why we use this data

We use the data listed above to:

- Get in touch with you and your parents when we need to
- Check how you are doing in exams and work out whether you or your teachers need any extra help
- Track how well your school as a whole is performing
- Look after your wellbeing
- Ensure your safety whilst at school
- Ensure we fulfil our legal duties owed to you and other students

3.2 Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation – this means we need to process the data to meet our responsibilities under law such as sharing information with the Department of Education and Local Education Authority
- We need it to perform an official task in the public interest – this means we need to use your data to fulfil our official duties as a Trust and by our individual schools
- We have obtained your consent to use it in a certain way - we will obtain your consent to use your personal data in specific circumstances
- We need to protect your vital interests (or someone else's interests) – this means in a life-or-death situation, such as a medical emergency

Where you have provided us with your consent to use your information, you may take back this consent at any time. We will make this clear when requesting your consent and will explain how you would go about withdrawing your consent.

4.1 Our basis for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it where we have both a lawful basis, as set out above and one of the following conditions for processing as set out in data protection law:

- We have obtained your specific and explicit consent to use your information in a certain way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made clearly public by you
- We need to process it for the establishment, exercise or defence of legal claims

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- We need to use it for health or social care purposes and it is used by or under the direction of a professional obliged to confidentiality under the law
- We need to use it for public health reasons and it is used by, or under the direction of a professional obliged to confidentiality under the law
- We need to process it for archiving or for statistical purposes, and the processing is in the public interest.

Some of the reasons listed above for collecting and using your personal information overlap, and there may be several grounds, which justify our use of this data.

5. Collecting this information

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily. This means that whenever we want to collect information from you, we make it clear if you have to give us this information (and if so, what the possible consequences are of not doing that) or if you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local councils
- Government departments or agencies
- Police forces, courts, tribunals
- Medical professionals
- Your representatives
- Your family

6. How we store this data

We keep personal information about you while you are attending school. We may also keep it beyond your attendance at school if this is necessary.

Our Data Retention Schedule explains how long we will hold your personal information. You can find this on your school's website.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

7. Data sharing

We do not share information about you 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 you with:

- The local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions

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- Government departments or agencies, such as The Department for Education (including the Education Skills Funding Agency and Regional Schools' Commissioner) to meet our responsibilities as a School/Trust
- Youth support services provided to schools - to provide appropriate educational and pastoral opportunities to you
- Careers service providers – to provide appropriate careers advice and opportunities to you
- Inset day providers – to provide appropriate educational and pastoral opportunities to you
- Your family and representatives – to ensure that we can meet your educational and pastoral requirements.
- Educators and examining bodies – to support your successful education including the proper coordination of examination entries
- Our regulators e.g. Ofsted - to meet our obligations for the monitoring and evaluation and assessment of schools.
- Suppliers and service providers – to enable them to provide the service we have contracted them for such as our catering providers and IT services
- Financial organisations such as your school's electronic payments provider –so that we can provide you with school meals using an efficient method of payment
- Our internal and external auditors - to meet our legal obligations to have our accounts audited
- Survey and research organisations – to support the collation of data to support the improvement of education across the country.
- Health and welfare authorities and social care providers – to meet our obligations to protect and ensure your health and welfare
- The School Nurse – to meet our obligations to ensure your health and welfare
- Security organisations – to ensure that you are as safe as possible
- Professional advisers and consultants – to ensure that can meet your educational and pastoral requirements
- Charities and voluntary organisations – to ensure that can meet your educational and pastoral requirements
- Police forces, courts, tribunals – to meet our obligations to share certain information required by law
- Professional bodies to ensure that can meet your educational and pastoral requirements
- Other Russell Education Trust schools and the Trust's central team to support the effective management and operation of our schools, for example by comparing progress in our other schools to your school so we can maintain and improve standards and develop the educational provision offered to you.

National Pupil Database

We are required to provide information about you to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations, which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

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7.1 Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

8. Your rights

8.1 How to access personal information that we hold about you

You have the right to make a **'subject access request'** to gain access to personal information that the school holds about you.

If you make a subject access request, and if we do hold information about you, we will (unless there is a good reason why we shouldn't):

- 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
- 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 (decisions made by a computer or machine, rather than by a person), and any consequences of this
- Give you a copy of the information in a form you can understand

You may have the right for your personal information to be shared with another organisation in certain circumstances.

If you would like to make a request please contact us (see "Contact Us" below). You can also read the information set out in the Trust's Data Protection Policy and the Subject Access guidance on your school website.

8.2 Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. For example you have the right to:

- Say that you don't want your personal information to be used
- Stop it being used to send direct marketing
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have inaccurate information corrected, deleted or destroyed, or restrict its use
- In some cases, be notified of a data breach
- Claim compensation if the data protection rules are broken and this harms you in some way

To exercise any of these rights, please contact us (see "Contact us" below).

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9. Complaints

We take any complaints about our collection and use of your 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 let us know first.

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

10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- **Data Protection Officer:** Jo Townsend
- **Email address:** DPO@Russelleducationtrust.org.uk
- **Address:** Data Protection Officer, Russell Education Trust, Manor House, 1 The Crescent, Leatherhead, Surrey, KT22 8DY. Please mark private and confidential for the attention of the Data Protection Officer.