



## **GDPR privacy notice for pupils and their families**

Schools are required to inform pupils and their families about how their personal data may be collected and used.

The Sigma Trust is the data controller of the personal information you provide to us. This means the Trust determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The Data Protection Officer acts as a representative for The Sigma Trust with regard to its data controller responsibilities they can be contacted on [dpo@sigmatrust.org.uk](mailto:dpo@sigmatrust.org.uk).

### **Why do we collect and use your information?**

The Colne Community School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 & 9 of the GDPR
- Regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013
- Education Act 1996

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support their learning
- To provide appropriate pastoral care
- To comply with the law regarding data sharing
- To monitor and report on progress
- To assess the quality of our service

### **Which data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment and examination information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used. Where the school outsources data to a third party processor, the same data protection standards that The Colne Community School upholds are imposed on the processor.

### **How long is your data stored for?**

Personal data relating to pupils at The Colne Community School and their families is stored in line with the Trust's GDPR Data Protection Policy. In accordance with the GDPR, data is only stored for as long as is necessary to complete the task for which it was originally collected.

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Personal information – e.g. names and addresses
- Attendance information – e.g. number of absences and absence reasons
- Information relating to SEND
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Assessment and examination information – e.g. national curriculum assessment results
- Behavioural information – e.g. number of temporary exclusions

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. We are required by law to provide information to the DfE as part of statutory data collections some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Providing information, advice or guidance.
- Producing statistics.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. We will not share your personal information with any third parties without your consent, unless the law allows us to do so.

This Privacy Notice is effective as of Summer 2022 and will remain in effect until changed. Any modifications to this Privacy Notice at any time, shall be effective immediately upon posting of the modified Privacy Notice on the Trust/Schools Website



**The school routinely shares pupils' information with:**

Supplier	Reason for sharing	Conditions for processing
AQA, Pearson, WJEC, OCR & RSL exam boards; A2C Data exchange	Public examination processing	Public Task
Arbor Education (MIS)	Pastoral Care + Curriculum Delivery	Public Task, Legitimate Interests, Substantial Public Interest
Carousel Learning	Curriculum Delivery	Public Task
Tes Class Charts	Curriculum Delivery	Public Task
Edu Key Provision Map	Pastoral Care	Public Task
Essex University	Curriculum Delivery	Public Task
ESS for Schools (Evolve)	Educational visit	Public Task
Google & Google Classroom	Curriculum Delivery, Communication	Public Task
Group Call Data Transporter	Curriculum Delivery	Public Task
Hyperspheric Solutions (Go4Schools)	Curriculum Delivery	Public Task
InVentry Visitor System	Late Student and Visitor logging	Public Task
Kerboodle	Curriculum Delivery	Public Task
Learner Record Service [LRS]	Government Records Facility	Public Task
Maths Watch	Curriculum Delivery	Public Task
NetMedia Ltd (Parents Evening Booking System)	Curriculum Delivery, Communication	Public Task
NHS Partnership Trust (EPUT) & Provide	Health Care	Public Task
Parent Pay	Cashless Payments	Public Task, Substantial Public Interest
PiXL	Value Added and Contextual Analysis	Public Task
SchoolComms	Parental Communication	Public Task
Schools within The Sigma Trust	Curriculum Delivery	Public Task
Sparx (Hegarty) Maths	Curriculum Delivery	Public Task
Wonde Data Transporter	Curriculum Delivery	Public Task
FFT (Fischer Family Trust)	Curriculum Delivery	Public Task
Renaissance Place	Curriculum Delivery	Public Task
No More Marking	Curriculum Delivery	Public Task
Cunninghams	Cashless Catering	Explicit Consent
Aquinas (School Attendance Provisions) Ltd	Pastoral Care	Public Task
VeriCool Cashless Catering	Cashless Catering	Explicit Consent

The information that we share with these parties includes the following but not all information indicated is shared with all third-party groups:

- Personal information – e.g. names and addresses
- Characteristics – e.g. health, ethnicity, language, Service families and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment and examination information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions



Once you reach the age of 13, we may pass your information to the LA and/or the organisation who helps us to deliver youth support services because they have responsibilities in relation to the education or training of 13- to 19-year-olds.

We share this information with them to make sure they can provide the following services:

- Youth support services
- Careers advisers

We will only share your name, address and date of birth, but if your parents or the person who looks after you gives their permission, we may share other relevant information. When your turn 16, it is up to you whether you want to share this information.

Parents are able to request that only their child's name, address and date of birth are passed to the LA youth support services, by informing.

[mail@colne.school](mailto:mail@colne.school) Once pupils reach 13 years of age, this right is transferred to them, rather than their parents.

You have the right to:

- Be informed about how The Colne Community School uses your personal data.
- Request access to the personal data that The Colne Community School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. If you have a concern about the way we are collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). If you would like to find out more information about how we collect, use and store your personal data, please visit our website <https://www.colne.essex.sch.uk/>