



## PRIVACY NOTICE FOR PUPILS

### USE OF YOUR PERSONAL DATA

***The Christus Catholic Trust wishes to build a welcoming community of faith that has Christ at the centre, where all within our schools' communities have a love of God and a love of one another. Prayer and liturgy will shape our daily life.***

Under data protection law, individuals have a right to be informed about how the Christus Catholic Trust, a multi academy trust, uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

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

We, the Christus Catholic Trust (Company Number 08610377), and the academies within our Trust, are the 'data controller' for the purposes of data protection law.

Our interim data protection officer is Stephen Foster (see 'Contact us' below).

## **The personal data we hold**

We hold some personal information 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 data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your name and contact details
- Your test results
- Your attendance records
- Your characteristics, like your religious beliefs, ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs, videos and other images
- CCTV images

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

## **Why we use this data**

We use this data to assist in running your academy and the Christus Catholic Trust including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Improve the training of your teachers
- Track how well the school as a whole is performing
- Look after your wellbeing
- Contribute to education research

## **Our legal basis for using this data**

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

## **Collecting this information**

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it is optional. If you must provide the data, we will explain what might happen if you do not.

## **How we store this data**

We keep personal information about you while you are a pupil at one of our academies. We may also keep it after you have left school, where we are required to by law. We will retain and dispose of your personal information in accordance with the Trust's Record Management Policy.

## **Data sharing**

We do not share personal information about you with anyone outside the Christus Catholic Trust and its academies without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- The local authority where the school is based, or where you live – to meet our legal obligations to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education (a government department)
- The Roman Catholic Diocese of Brentwood
- Your family and representatives

- Educators and examining bodies
- Schools that you may attend after leaving us
- Academies that are part of the Christus Catholic Trust
- Universities and further education establishments
- Our regulator (Ofsted)
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Mental health and wellbeing organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

## **National Pupil Database**

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

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

You can find more information about this on the Department for Education's webpage on how it collects and shares research data.

You can also contact the Department for Education if you have any questions about the database.

## **Youth support services**

Once you reach the age of 13, we are legally required to pass on certain information about you to the local authority where the school is based, or where you live, and HelpYouChoose, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you are 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to the local authority where the school is based, or where you live, and HelpYouChoose.

## **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.

## **Your rights**

### ***How to access personal information we hold about you***

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

### ***Your other rights over your data***

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you do not want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

## Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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 Trust data protection officer:

Stephen Foster (interim DPO), c/o St Teresa's Catholic Primary School,  
Elsenham Crescent, Basildon, SS14 1UE

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this Multi Academy Trust*