



Privacy Notice for Pupils

If you find any part of this notice difficult to understand, you can ask your parents or a teacher for help.

It is about how we use information about you and what we do with it. We call this information about you 'personal data' or 'personal information.'

This Privacy Notice applies alongside any other information our school may provide about a particular use of personal data, for example when collecting data via an online or paper form.

As well as this Privacy Notice, you should also read the following for additional information and guidance:

- Parent contract;
- Data Protection policy;
- Records Retention policy;
- Procedures regarding photographs;
- Procedures regarding CCTV;
- Safeguarding, health & safety and complaints policies; and
- IT policies & guidelines, including Acceptable Use & E-Safety

When we collect data from you we may also give you additional information at that point about why we are collecting the data and how we will use it.

Who we are

You already know that your school is called The Cedars, but we have to tell you that we are the organisation which is in charge of your personal information for school. This means we are called the Data Controller.

Our postal address is Coombe Road, Lloyd Park, Croydon CR0 5RD. We are one of four schools run by PACT Educational Trust Ltd.

In this notice 'we' and 'us' means The Cedars School.

If you want to contact us about your personal information you can contact our Data Protection Lead (DPL) who is Mrs Williams. You can speak to her in school, you can leave a letter for her in the office or send one by post, or you can send an email to swilliams@thecedarsschool.org.uk.

What information we may process about you

The personal data held about our pupils may include the following:

- personal identifiers and contacts (such as name, date-of-birth, contact details and address);
- characteristics (such as ethnicity, gender, language, and free school meal eligibility);
- safeguarding information (such as court orders and professional involvement);
- special educational needs;
- medical and health information (such as doctors information, child health, allergies, medication and dietary requirements);
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended);
- academic results, including examination scripts and marks;
- behavioural information (such as exclusions and any relevant alternative provision put in place); and
- images of pupils engaging in school activities, and images captured by our CCTV system (in accordance with our procedures).

For pupils enrolling for GCSE and 'A' level qualifications, the Learning Records Service will give us the unique pupil number (UPN) 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:

- We are 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. This means we have a real and proper reason to use your information.

Why we need to process personal data

We collect and use pupil information in order to:

- support pupil learning;
- monitor and report on pupil attainment progress;
- provide appropriate pastoral care;
- assess the quality of our services;
- keep pupils safe (food allergies, or emergency contact details); and
- meet the statutory duties placed upon us for DfE data collections.

Some of this activity we will need to carry out so that we can fulfil our legal rights, duties or obligations, including those under a contract with parents of our pupils.

We may also have a “legitimate interest” for using personal data. We expect that the following uses will fall within the category of our “legitimate interests”:

- to process applications, including pupil selection;
- to provide education services, including musical education, physical training or spiritual development, career services, and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- to provide finance, PACT international and marketing services;
- to monitor pupils' progress and educational needs;
- for the purposes of management planning and forecasting, including fulfilling any reporting duties required by law, such as diversity;
- to enable relevant authorities to monitor our school's performance and to intervene or assist with incidents as appropriate;
- to give and receive information and references about past, current and prospective pupils, including relating to outstanding fees or payment history;
- to enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of our pupils;
- to safeguard pupils' welfare and provide appropriate pastoral care;
- to monitor (as appropriate) use of our IT and communications systems in accordance with our Acceptable Use guidelines;
- to make use of photographic images of pupils in school publications, on our school website and (where appropriate) on our social media channels in accordance with our procedures on taking, storing and using images of children;
- for security and critical incident purposes, including CCTV;
- to seek professional advice if required, for example from lawyers.
- to obtain insurance and deal with any insurance claims;
- to record and respond to disciplinary matters and, where appropriate, engage with relevant authorities;
- to record and respond to complaints and, where appropriate, engage with relevant authorities.

We may also need to process **special category personal data** (for example health, ethnicity, religion or gender). The reasons why we may process this data include:

- to safeguard pupils' welfare and provide appropriate pastoral (and where necessary, medical) care;
- to respond to an emergency, incident or accident, which may also require us to share medical or safeguarding information with other relevant people, such as the police or social services;
- to organise school trips or events, which may require us to share information such as dietary and medical information with the organisers of those trips or events;
- to enable us to provide educational services in the context of any special educational needs of a pupil;
- to provide spiritual education in the context of any religious beliefs;
- to enable us to respond to a complaint or disciplinary matter where, for example, it relates to a safeguarding or special educational need;

- for legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with our legal obligations and duties of care.

When we give your information to others

Occasionally, we will need to share your personal information with third parties, such as:

- professional advisers (e.g. lawyers and insurers);
- government authorities (e.g. DfE, police or the local authority); and
- appropriate regulatory bodies (e.g. the Independent Schools Inspectorate/OFSTED).

Your personal information may also be shared with the following people or current providers (the data in each case is relevant to the running of that particular service or has been agreed to be shared in the general consent form):

- school staff and governors
- peripatetic teachers and club providers
- PACT Finance, marketing and international services
- wider school community (e.g. class couples, other parents in your class and specific event organisers)
- IT specialists who manage our Management Information System (MIS) and computer network
- assessment providers (e.g. CEM, Target Tracker)
- The London Borough of Croydon (or the local authority in your area)
- disclosures connected with SEN support – e.g. non-local authority professionals
- CAMHS (Child and Adolescent Mental Health Service)
- healthcare, social/welfare professionals where necessary (including the police and children’s social care)
- Management Information System (MIS) - ISAMS
- Examination Boards (e.g. Cambridge International Examinations, AQA, Edexcel, OCR/Pearson and WJEC)
- UCAS
- destination university/college/employer, upon leaving The Cedars

For the most part, personal data collected by us will remain within our school and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a ‘need to know’ basis). Particularly strict rules of access apply in the context of:

- medical records (held and accessed only by appropriate medical staff under his/her supervision, or otherwise in accordance with express consent); and
- pastoral or safeguarding files.

However, a certain amount of any SEN pupil’s relevant information will need to be provided to staff more widely in the context of providing the necessary care and education that the pupil requires.

We are under duties imposed by law and statutory guidance (including [Keeping Children Safe in Education](#)) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as the social services or police. For further information about this, please view our Child Protection & Safeguarding Policy (available on our website and on request from the school office).

Parents and Carers

We will also normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have.

The Department for Education (referred to as The Department or DfE)

The DfE may also share information about our pupils that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

The National Pupil Database (NPD) is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

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](#).

The Department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether they release data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and

- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data. For more information about the Department's data sharing process, 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:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE please visit: <https://www.gov.uk/contact-dfe>

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

- Our school 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.
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above.
- We will not usually need consent to disclose your information. However, if at any time it appears to us that we would need consent then this will be sought before a disclosure is made.

It is in your vital interests for your personal information to be passed to these people or services. We will ask you for consent once we think that you can understand what we are asking. This is because the law requires us to ask you if you can understand. Normally, we involve your parents too. By law we will not need their consent if you can give it but parents like to be involved because it is part of looking after you. Before you are old enough to understand we will ask your parents to consent for you.

Transfer of information outside of the European Economic Area ("EEA")

We do not normally transfer your information to a different country which is outside the EEA. However, this may happen if one of your parents lives abroad or if you move to a new school abroad, or if we are arranging a school trip or an exchange trip to a country outside of the EEA. 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 and your parents about it and make sure that you are happy for us to send your information. As this is not something we normally do and we do not know which country we might need to send your information to, we cannot tell you

more about it now but if we want to transfer your data to a different country then we will tell you whether or not we think it is safe and why we have made that decision.

Once our pupils reach the age of 13, the law requires us to pass on certain information to the local authority or the provider of Youth Support Services in your area that has 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 or careers guidance services in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to on to such organisations by informing our DPL. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website as per the link provided.

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 your pupil file. 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 ask for a copy from the school office.

Your rights

You have these rights:

- You can ask us for a copy of the information we have about you. Pupils can make such requests themselves, provided that, in our reasonable opinion, they have sufficient maturity to understand the request you are making. A pupil of any age may ask a parent or other representative to make a subject access request on his/her behalf.
- 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.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact our DPL (details on page 1).

More information about your rights is provided in our Data Protection Policy (available on our school website and on request from the school office).

Consent

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. If you

give your consent, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask your parent or carer instead. Usually, we will involve your parents even if you can make your own decision.

Complaints

You can complain about how we are processing your personal information by raising an issue with our DPL or by following the procedures provided in our Complaints Policy (available on our school website and on request from the school office). If you are not happy with our answer 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.