

# Chorus Education Trust

## Student Privacy Notice

**Important:** this document can only be considered valid when viewed on the Trust or School website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

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<b>Related documents:</b>	Record Retention Schedule



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## 1. Introduction

You have a legal right to be informed about how our Trust uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

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

Our trust, **Chorus Education Trust**, is the 'data controller' for the purposes of data protection law.

Our data protection officer is **EduDataPro** (see 'Contact us' below).

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

- Your contact details
- Your assessment data, for example test results from primary school, exams results, teacher assessment data and predicted grades.
- Your attendance records
- Details of any behaviour issues or exclusions
- Photographs and CCTV images

We may also collect, use, store and share (when 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 or any special educational needs
- Information about any medical conditions you have
- Your biometric data, like your data about your fingerprint

## 3. Why we use this data

We use the data listed above to:

- a. Get in touch with you and your parents when we need to
- b. Check how you're doing in lessons and exams and work out whether you or your teachers need any extra help
- c. Track how well the school and trust as a whole is performing

- d. Look after your wellbeing
- e. For biometric data, to enable our cashless catering payment system

### 3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.

You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

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

We don't currently put your personal information through any automated decision making or profiling process. This means we don't make decisions about you using only computers without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

## 4. Our lawful basis for using this data

Our lawful basis for processing your personal data for the purposes listed in section 3 above are as follows:

- **Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations). We need to process data to meet our responsibilities as a school under UK law as set out here: <https://www.gov.uk/government/collections/statutory-guidance-schools>  
An example of this is 'safeguarding children and young people'
- **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law. Managing a school is considered a '**task in the public interest**'. Further details are available here: <https://www.gov.uk/government/collections/statutory-guidance-schools>

Less commonly, we may also use personal information about you where:

- We ask for your **Consent:** the individual has given clear consent for you to process their (or their child's) personal data for a specific purpose. An example of this may be certain uses of photographs of you and the use of your biometric information (fingerprints)

Where you've provided us with consent to use your information, you may take back this consent at any time. We'll make this clear when requesting your consent, and explain how you'd go about withdrawing consent if you want to.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

## 4.1 Our basis for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it when 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 explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- 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 information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific 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 obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

## 5. Collecting this data

While most of the information we collect about you is mandatory, there is some information that can be provided voluntarily.

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 or your parents, but we may also hold data about you from:

- Local authorities
- Government departments or agencies

- Police forces, courts, tribunals
- The NHS or your doctor

## 6. How we store this data

We keep personal information about you while you're attending our school. We may also keep it beyond your attendance at our school if this is necessary. Our [record retention schedule](#) sets out how long we keep information about pupils.

To request a copy of our record retention schedule, please email [info@chorustrust.org](mailto:info@chorustrust.org)

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'll dispose of your personal data securely when we no longer need it.

## 7. Who we share data with

We don't share information about you with any third party without your consent unless the law and our policies allow us to do so.

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

- Our local authority Sheffield City Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Students' destinations upon leaving our trust including other schools, colleges and trusts
- Our youth support services provider
- Our regulator, Ofsted
- Our auditors
- Survey and research organisations
- The NHS
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals

## National Pupil Database

We have 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, such as organisations that 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.

### 7.1 Transferring data internationally

We may share personal information about you with certain third parties who store their data outside of the UK, where different data protection laws apply.

Where data is held outside the UK but within the EEA then an 'adequacy agreement' will extend UK GDPR to apply in this case. This is currently in draft form and expected to be fully ratified by late 2021.

Where we transfer your personal data to a country or territory both outside the UK and the European Economic Area (EEA), we will follow data protection law and we will ensure other protections are used such as Standard Contractual Clauses (SCCs) or Binding Corporate Rules (BCRs). Details of where each processor stores data and what protection applies is held in the GDPRiS system used by the trust.

## 8. Your rights

### 8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

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

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
- 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 an understandable form

You may also 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).

## 8.2 Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal information 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 you marketing materials
- 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 it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- 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).

## 9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns 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/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 10. Contact us

Our data protection officer is:

- EduDataPro [dpo@edudatapro.com](mailto:dpo@edudatapro.com)

However, our data protection lead has day-to-day responsibility for data protection issues in our school.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact them:

- [enquiries@chorustrust.org](mailto:enquiries@chorustrust.org)