



STUDENT PRIVACY NOTICE

(also provided to Parents & Carers)

Carshalton High School for Girls is part of a multi-academy trust called Girls' Learning Trust (the "Trust"). The Trust is the organisation which is in charge of student personal information under the General Data Protection Regulations ("GDPR") and is called the Data Controller in this document.

The Trust is required to inform students about how personal data is used across the Trust and how the Data Protection Officer can be contacted if needed.

This Privacy Notice covers these requirements and should be read in conjunction with the Trust Data Protection and Freedom of Information Policy, the Trust Photograph and Media Policy and the Trust Records Retention Policy. All of these policies can be found on the Trust and school websites.

Contact Details

The **Data Protection Officer** is:

Mrs. Jennifer Smith
Chief Executive Officer
Girls' Learning Trust

BY EMAIL (preferred): dataprotection@girlslearningtrust.org

BY POST: Girls' Learning Trust
Ewell Road
Cheam SM3 8AB

Why we collect and use student information

The Trust collects and holds personal data relating to all students. This personal data is used to:

- support teaching and learning
- monitor and report on student progress
- provide appropriate care for students
- assess the quality of the Trust's services, teaching & educational provision
- to keep children safe (food allergies or emergency contact details)
- to comply with the statutory duties placed on us

What student information is collected

The data held includes:

- Personal information and contact details (such as name, unique pupil number, date of birth, contact details and address)
- National Curriculum assessment results & examination results (including admissions tests)
- Attendance information
- Destination data (and any previous schools attended)
- Personal characteristic (such as your ethnicity, language and free school meal eligibility)
- Special Education Needs
- Medical and administrative information (such as doctors information, health care plans, allergies, medication and dietary requirements)
- Child Protection and Safeguarding information (e.g. court orders, professional involvement)
- Behavioural information (such as exclusions & any relevant alternative provision put in place)
- Information about free school meals, pupil premium and bursary applications
- Photographs and media footage (in line with the Photograph and Media Policy)
- Biometric information and other information relating to catering management (such as whether you have school dinners)
- Information from the Learner Records Service for students taking post-14 qualifications. More detail on this can be found at www.gov.uk/government/collections/learning-records-service

How student information is used

The data may be given to:

- Parents/Carers e.g for reporting academic progress through student reports
- The Department for Education (DfE). More information on this can be found at <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.
- London Borough of Sutton. Once students reach the age of 13, the law requires certain information to be passed to the Local Authority, which in the case of the Trust is the London Borough of Sutton. A parent / guardian can request that only their child's name, address and date of birth be passed to the London Borough Of Sutton by informing the Data Protection Officer. This right is transferred to the student once she reaches the age 16. For more information about services for young people, please go to the local authority website www.sutton.gov.uk
- Post-16 education and training providers in order to secure appropriate services for students
- Another school if a student moves schools at any point
- Professionals connected with Special Educational Needs (SEN) support – e.g. psychologists, psychiatrists and qualified assessors
- School Nursing Service
- School Counsellor or equivalent
- CAMHS (Child and Adolescent Mental Health Service)
- Any school approved 3rd party educational service providers, including examination boards, in accordance with the Trust Data Protection and Freedom of Information Policy

Why this collection is lawful

The collection and disclosure of information for these purposes is lawful for the following reasons:

- The Trust is under a legal obligation to collect and disclose the information and/or the information is necessary to meet legal requirements such as the duty to safeguard students.
- It is necessary to hold and use student information for the purposes of providing an education, caring for and safeguarding students. These are functions in the public interest.

How confidentiality is managed

- The confidentiality of student information is managed through the Trust Data Protection and Freedom of Information Policy.
- Student information is kept for the length of time detailed in the Trust Records Retention Policy.

How complaints/objections are handled

If a complaint or objection needs to be made about the collection and/or disclosure of student information, then this can be done by writing to the Data Protection Officer (DPO) using the contact details on page 1 of this document.

More information can be found in the Trust Data Protection and Freedom of Information Policy (published on the Trust and school websites).