



*Creative  
Education  
Trust*

## **PRIVACY NOTICE**

### **Pupils**

Schools and other educational bodies that collect personal data about pupils and staff are required, by the Data Protection Act, to issue a privacy notice to parents/pupils and staff to say why the data is collected, how it is used, and who it is shared with.

### **How we use information**

Collecting information about you or your child helps us give you the support and care that you need. For example, if your child has special educational needs, we need to know what those needs are so that we can tailor our support to those needs. The information and data that we gather also helps us to fulfil our requirements, measure our performance, and make decisions based on relevant statistics. We will never use statistics in a way that identifies you or your child.

### **Who we share your information with**

We are required to pass on some of the information we collect (but not the names of individual children) to the [Department for Education](#). They use it to help them develop policy, manage council performance, and to help develop good practice. You can [email the Department for Education](#) if you want to know more about the information they collect and how they process it.

We often provide services in partnership with other agencies, so any data we collect may be shared with them for specific purposes allowed by law. These include, for example:

- [Department of Health](#) (DH)
- [National Health Service](#) (NHS)
- [Office for Standards in Education](#) (OFSTED)

### **Issuing privacy notices**

All Creative Education Trust schools need to provide a privacy notice (previously a Fair Processing Notice) to parents or carers of all new and current pupils, and generally to pupils themselves if they are 12 years or older.

Our schools do not have to provide a privacy notice to every individual. It is sufficient, for example, to display details of the notice on the school website. Alternatively schools can issue privacy notices along with other communications, for example by sending them as part of the pupil induction pack or in the school brochure

### **Privacy Notice - Data Protection Act 1998**



Creative Education Trust processes personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- Support our pupils' learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Support you in your transition to a post-16 provider of education or training.

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning and qualifications.

### **Storing of Personal Data**

All information held by the school about our pupils are stored securely, in line with the Data Protection Act 1998. Pupil education records held by our primary schools will be transferred to the child's secondary school when the pupil attends secondary school. Pupil educational records held by our secondary schools will be held for a period of 25 years after the date of birth of the pupil, after which the information is securely destroyed.

In addition once our pupils reach the age of 13, the law requires us to pass on certain information about them to the relevant local authority support service for young people aged 13-19. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

Personal information that is shared may include:

- Full name (surname and forename),
- Unique Pupil Number (UPN),
- Date of Birth,
- Address including Postcode,
- Telephone number,
- E-mail address,
- Establishment/school name,
- Programme and level of study,



- Start and Leave date
- Destination
- Looked after child status
- Pupil premium status
- Special Education Need status
- Free School Meal eligibility

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to the information advice and guidance service by informing Mrs Rachel Knight, Receptionist. This right is transferred to the child once he/she reaches the age 16. For more information about the services for young people, please go to the local authority website: <https://www.norfolk.gov.uk> .

**We will not give information about you to anyone without your consent unless the law and our policies allow us to.**

We are required, by law, to pass some information about you to the Department for education (DfE). This information will, in turn, then be made available for the use by the LA.

If you require more information about how our local authority and/or DfE collect and use your information, please visit:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

<http://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/corporate/data-protection/children-and-young-people-privacy-notice>

If you want to see a copy of information about you that we hold, please contact Mrs Rachel Knight, Receptionist on 01493 720542 in the first instance.