Privacy Notice – Student Information

Updated: November 2024

At The Crossley Heath School Academy Trust, we take your privacy seriously. This notice explains how we collect, use, and protect student information in line with the UK GDPR and the Data Protection Act 2018.

Executive Summary

We collect and use student data to provide education, support student well-being, ensure safety, and meet legal obligations. This includes contact details, health information, academic records, and more. Data is securely stored and shared only when necessary and lawful.

What Data We Collect

We collect the following types of information about students:

- **Personal identifiers and contacts** (such as names, unique pupil numbers, contact details, and addresses)
- **Characteristics** (such as ethnicity, language, and eligibility for free school meals)
- **Safeguarding information** (such as court orders and professional involvement)
- **Special educational needs** (such as needs and rankings)
- **Medical and administrative details** (such as child health, dental health, allergies, medication, and dietary requirements)
- **Attendance records** (such as sessions attended, number of absences, reasons for absence, and previous schools attended)
- **Assessment and attainment** (such as Key Stage 2 results, post-16 course enrolment, and relevant results)
- **Behavioural information** (such as exclusions and any alternative provision in place)
- **Trips and activities** (such as dietary and medical needs, and sometimes passport numbers, birth certificates, and marriage or divorce certificates for overseas visas)
- **Catering details** (such as free school meal entitlement and purchase history)
- **ID management**: (photographs for identification badges)

Why We Collect Student Data

We collect and use student information to:

a. To help students learn better.
b. To track and share progress in learning.
c. To offer the right kind of support and care.
d. To check how well our services are doing.
e. To ensure children are safe, like noting food allergies or emergency contacts.
f. To meet our legal requirements for data collections by the Department for Education (DfE).
g. To organize and manage academy trips and activities.
h. To offer counselling services when needed.
i. To safeguard a child's important interests.

Our Legal Basis for Processing Data

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing student information are:

1. **Legal Obligation:** We process personal data because it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest. We are required by The Education (Pupil Information) (England) Regulations 2005 to maintain a Pupil's Educational Record.

2. **Public Task:** To perform tasks in the public interest, such as delivering education.

3. **Vital Interests:** To protect students in emergencies.

4. **Consent:** For specific purposes where required, such as using photos for promotional materials.

How We Store and Protect Data

Student data is securely stored following our data retention policies. We use encryption, access controls, and regular audits to protect all information.

Who We Share Data With

For us to legally, effectively and efficiently function we are required to share data with appropriate third parties, including but not limited to:

- **Local Authority**: To fulfil legal obligations, including sharing information on safeguarding concerns and exclusions.
- **Department for Education**: To comply with legal requirements for data sharing.
- **Pupil's Family and Representatives**: For emergency situations and related communications.
- **Educators and Examining Bodies**: To ensure compliance with examination regulations and maintain the integrity of assessments.
- **Ofsted**: As part of school inspections and reporting processes.
- **Suppliers and Service Providers**: To deliver contracted services effectively.
- **Central and Local Government**: To support governance and policy implementation.
- **Auditors**: To verify compliance with legal and financial obligations.
- **Health Authorities (NHS):** To promote and safeguard pupil wellbeing.
- **Health and Social Welfare Organisations**: To support the health and welfare of pupils.
- **Youth Support Services**: To enable C&K careers to provide post-16 education and careers advice.
- **Professional Advisers and Consultants**: To enhance service delivery and uphold our public service standards.
- **Charities and Voluntary Organisations**: For collaborative and supportive initiatives.
- **Police, Courts, Tribunals, and Security Services**: To ensure safety and security within the school community.
- **Professional Bodies**: For compliance and development in education practices.
- **Receiving Schools**: To facilitate smooth transitions for pupils after they leave.

For further information about who we share data with and why please see Appendix A.

Department for Information (DfE) National Pupil Database

We are required to provide information about you to the DfE 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 DfE and provides evidence on how schools are performing. The database is held so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others. The DfE 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 DfE'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.

Your Data Rights

Under data protection laws, you have the right to:

- Access your or your child's data
- Request corrections to inaccurate information
- Object to data processing in certain circumstances
- Request deletion of data where applicable
- Raise concerns with the Information Commissioner's Office (ICO)

Contact Us

For questions about this notice or to exercise your rights, please contact our Data Protection Officer:
Mr. Jonathan Lees
Email: dpo@crossleyheath.org.uk
Telephone: 01422 360272

APPENDIX B – SYSTEMS USED BY THE SCHOOL WHERE DATA IS NOT HELD IN SCHOOL

System	System Purpose	Website for Further Information
Arbor	Arbor is a cloud-based school management system designed to streamline administrative tasks and improve communication between schools, staff, students, and parents. It offers a range of features, including attendance tracking, grade management, behavior monitoring, and data analytics, all accessible through a user-friendly interface.	https://arbor-education.com/
CPOMS	CPOMS is the market leading software applicationfor monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. We share information with CPOMS to enhance the safety and welfare of our students.	https://www.cpoms.co.uk/
ParentPay	ParentPay is a cashless payment system designed for schools and families, streamlining the management of school-related payments such as meals, trips, uniforms, and clubs.	https://www.parentpay.com/
Accelerated Reader	Used to track reading progress for students in years 7 & 8 and some in year 9.	http://www.renlearn.co.uk/
ALPS	ALPS is a post-16 monitoring system used to monitor progress of students against nationalbenchmarks and to generate A Level targets.	https://alps.education/alps-connect/
MLS	MLS is a library management system, used when students borrow books from the library.	https://reading-cloud.com/
Young Enterprise	C&K Careers Young Enterprise is an initiative aimed at equipping young people with essential career skills and entrepreneurial knowledge.	https://www.ckcareers.co.uk/

SISRA	SISRA is used to monitor and improve the qualityof education provided by allowing us to analyse student, class, subject and school performance after each reporting cycle and after exams.	https://www.sisra.com/analytics/what-is-sisra-analytics
FFT Aspire	Provides estimates and data to support effectivetarget-setting and self-evaluation.	https://fft.org.uk/
ALPS	ALPS (Advanced Level Performance System) is a performance analysis and tracking tool designed to support schools and colleges in maximizing student progress and attainment, particularly at post-16 levels.	https://alps.education/
Educake	This is used by Science and all students are given logins to give them the opportunity to quiz themselves on topics in class.	https://www.educake.co.uk/
EduKey Education (part of Tes Global Ltd.)	EduKey's Provision Map is a comprehensive toolwhich facilitates effective and efficient mappingand management of the provision we provide inschool, particularly for students with special educational needs or disabilities and Pupil Premium students.	www.edukey.co.uk
Hegarty Maths	Hegarty Maths is used by the maths department to provide a range of resources available to students	https://hegartymaths.com

Kerboodle	This is used by the science departments. It has worksheets, tests, online interactive modules, lessons and online textbooks for each key stage. Students of all years have logins to access this system.	https://global.oup.com/education/secondary/kerboodle/?region=uk
Lucid Exact (GL Assessment)	Assesses word reading, reading comprehension, spelling, handwriting speed and typing speed. In KS3 it is used to identify which students might need intervention support. In KS4 it is used to gather evidence to support applications for ExamAccess Arrangements, such as extra time, reading support or scribing support and to identify students who might benefit from using a Word Processor.	https://www.gl-assessment.co.uk/assessments/products/exact/
School Cloud	Parents' Evening software which integrates withthe school's MIS system, allows parents to booktheir own appointments and facilitates virtual parents' evenings,	https://www.parentseveningsystem.co.uk/
Seneca	Seneca helps students to learn faster and memorise better. Their homework and revision platform applies cognitive neuroscience to make learning more efficient and enjoyable.	https://senecalearning.com/en-GB/
Sparx	Sparx is an educational technology platform that uses personalized learning and data analytics to improve student outcomes in mathematics.	https://sparx.co.uk/
Unifrog	Unifrog is used to support students in choosing universities and apprenticeships and to help staffsupport and track the progress of their applications.	https://www.unifrog.org/