

The categories of pupil information that the school collects, holds and shares includes the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Photographs – these will be used to aid our records management and attendance procedures

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

The categories of parent information that the school collects, holds and shares includes the following:

- Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Financial information where appropriate, e.g. to check eligibility for FSM
- Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns

How long is your data stored for?

Personal data relating to pupils at Chesterton Community Sports College and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results

- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Chesterton Community Sports College is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Chesterton Community Sports College will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Schools that the pupil attends after leaving us
- The Collective Vision Trust
- Attend EDC
- The LA
- The NHS

The information that we share with these parties includes the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Once our pupils reach the age of 13, we are required by law to pass on certain information to our LA or Entrust Careers Service, who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data of pupils who are aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all pupils and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth are passed to the LA or **Entrust**, by informing **Sarah Francis by email or letter**. Once pupils reach 16

years of age, this right is transferred to them, rather than their parents. For more information regarding services for young people, please visit our LA's website: [LA's website link](#).

We are also required to pass certain personal information to careers services once pupils reach the age of 16. The information accessible by careers services includes [details of information passed on to careers services](#).

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Chesterton Community Sports College uses your personal data.
- Request access to the personal data that Chesterton Community Sports College holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Chesterton Community Sports College and/or the DfE is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website www.ccsc.staffs.sch.uk or download our GDPR Data Protection Policy.

Declaration

I, _____, declare that I understand:

- Chesterton Community Sports College has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Chesterton Community Sports College may share my data with the DfE, and subsequently the LA.
- Chesterton Community Sports College will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Chesterton Community Sports College will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.

- My data is retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Name:

Signature:

Date:
