



Privacy Notice - Pupils

You have a legal right to be informed about how our school 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 privacy notice explains how we collect, store and use personal data about pupils at our school, like you.

We, The City of Leicester College, are the 'data controller' for the purposes of UK data protection law.

Our Data Protection Officer is **Lesley Bell** (see 'Contact us' below for contact details).

The personal data we hold

The City of Leicester College collects and holds 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 – such as 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 test results
- Your attendance record
- Details of any behaviour issues or exclusions
- Information about how you use school computers and other IT and communications systems

We may also collect, use, store and share (when appropriate) information that falls into "special categories" of more sensitive data. This includes, but is not restricted to:

- Information about your characteristics, such as your ethnic background or any special educational needs
- Information about any medical conditions you have
- Photographs and video images captured in school by our Visitor Management System and CCTV network

Why we collect and use this information

We use the data above to:

- get in touch with you and your parents when we need to
- check how you're doing in school/exams and work out whether you or your teachers need any extra help



- track how well the school as a whole is performing
- look after your wellbeing and safety
- make sure our computers and other school systems and equipment are used appropriately, legally and safely

Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by contacting the school office.

Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Use of your personal data for filtering and monitoring purposes

While you are in school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (Curriculum E-Safety Policy and Online Safety Policy) and legal obligations
- Keep our network(s) and devices safe from unauthorised access, and to prevent malicious software from harming our network(s)
- Protect your welfare

The lawful basis on which we process your data

Our most common lawful basis for processing your personal data are as follows:

- In accordance with the 'public task' basis. We need to process data to fulfil our statutory function as a school. [GDPR Article 6(1)(e)]
- In accordance with the 'legal obligation' basis. We need to process data to meet our responsibilities under UK law. [GDPR Article 6(1)(c)]

Less commonly, we may also use your personal data in situations where:

- In accordance with the 'consent' basis. We will obtain consent to use your personal data. [GDPR Article 6(1)(a)]
- In accordance with the 'vital interest' basis. We will use your personal data in a life-or-death situation. [GDPR Article 6(1)(d)]
- In accordance with the 'contract' basis. We need to process data to fulfil a contract with you or to help you enter into a contract with us. [GDPR Article 6(1)(b)]
- In accordance with the 'legitimate interests' basis. [GDPR Article 6(1)(f)]



Where you have provided us with consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Our basis for using special category data

For 'special category' data, 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 UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to 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 data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing 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 UK 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 manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

Collecting pupil information



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

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

How we store this data

We keep personal data about you while you are attending our school. We may also keep it beyond your attendance at our school if this is necessary in order to comply with our legal obligations. We apply the data retention principles as set out in the [IRMS Information Management Toolkit for Schools](#).

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

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

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

- Leicester City Council Local Authority, including Connexions in order to comply with our legal obligations for statutory data returns such as safeguarding concerns, information about exclusions and School Census
- Government departments or agencies, including the Department for Education (DfE)
- Other educators or examining bodies
- Our youth support service providers
- OFSTED
- Suppliers and service providers, such as catering, Parent Pay, Class Charts, filtering and monitoring
- Leicestershire Partnership NHS Trust for delivery of child health services, such as inoculation programmes and school nurses. They also use information about pupils for data research and statistical purposes.
- Health and social welfare organisations
- Police forces, courts, tribunals
- Financial organisations



- Security organisations
- Auditors
- Survey and research organisations
- Charities and voluntary organisations

The National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research: <https://www.gov.uk/government/collections/national-pupil-database>

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with third parties, such as other organisations which promote children's education or wellbeing in England. These third parties must agree to strict terms and conditions about how they will use the data.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Transferring data internationally

We may share personal data about you with international third parties, where different data protection legislation applies, such as:

- Other schools or educational establishments
- Government departments or agencies
- Security organisations
- App or cloud server providers
- Filtering and monitoring providers

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

Your rights

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 provide you with a copy of it (unless there's a really good reason not to).

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).

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including 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 used to make 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
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason.
- 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).

Complaints

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

If you think that our collection or use of personal data is unfair, misleading or inappropriate, or have any concern about our data processing, please raise this with us in the first instance.

Alternatively you can contact the Information Commissioner's Office:

Report a concern online at: <https://ico.org.uk/make-a-complaint/>

Phone: 0303123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact us

If you would like to discuss anything in this privacy notice, please contact our

Data Protection Officer:

Lesley Bell



Phone: 0116 241 3984

Email: dpo@tcolc.aspirelp.uk