



Privacy Notice

May 2022

This privacy notice explains how we collect, store and use personal data within NCLT Academies.

NCLT Academies collects and uses pupil information which complies with General Data Protection Regulation (GDPR). This is Europe's new framework for data protection laws – it replaces the previous 1995 data protection directive, which UK law has previously been based upon.

How we use Pupil information

- We gather pupil data (including personal contact information, ethnicity and special educational needs, medical conditions, any behaviour issues) as well as data about educational attainment (including attendance, exclusions, assessment results).
- We gather this data to enable us to run our schools well, to support pupil learning and wellbeing and also to comply with the law. Whilst the majority of pupil information is mandatory, some of it is done on a voluntary basis. In order to comply with the General Data Protection Regulation, we will make it clear when there is a choice in providing information.
- We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.
- We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- We are required to share information about our pupils with the DfE under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- We hold pupil data securely and retain records for no longer than is necessary. (see the Records Management Policy for specific details)
- Under data protection legislation, parents and pupils have the right to request access to information about them that we hold.
- When you have provided us with consent to use your data, you may withdraw this consent at any time.
- To make a request for personal information, or be given access to your child's educational record, contact the Data Protection Officer at dpo@nclt.academy

How we use Staff information

- We gather information about people we employ (or prospective employees) and agency workers (including personal contact information, ethnicity, health and sickness information, salary, bank details, National Insurance) and recruitment information

(including qualifications, employment records, performance / disciplinary / grievance information).

- We gather this data to enable us to run our schools well, to support staff performance and wellbeing and also to comply with the law. Whilst the majority of staff information is mandatory, some of it is done on a voluntary basis. In order to comply with the General Data Protection Regulation, we will make it clear when there is a choice in providing information.
- We do not share information about our staff with anyone without consent unless the law and our policies allow us to do so.
- We share staff data with the Department for Education (DfE) on a statutory basis under Section 113 & 114 of the Education Act 2005 and the Local Authority under Section 5 of the Education Regulations 2007.
- We share staff data with the Disclosure and Barring Service (DBS) to meet our legal obligations to carry out criminal records for roles involving work with vulnerable children
- We hold staff data securely and retain records for no longer than is necessary (see the Record Management Policy for specific details)
- Under data protection legislation, staff have the right to request access to information about them that we hold.
- When you have provided us with specific consent to use your data, you may withdraw this consent at any time
- To make a request for personal information contact the Data Protection Officer at dpo@nclt.academy

How we use Volunteer information

- We gather information about people who volunteer with NCLT Academies such as personal contact information and national insurance details.
- This information is gathered through our Volunteer Recruitment process which consists of an application form, interview, references, confidentiality agreement, enhanced DBS check and where applicable an overseas check.
- We gather this data to enable us to run our schools well and also to comply with the law. Whilst the majority of volunteer information is mandatory, some of it is done on a voluntary basis. In order to comply with the General Data Protection Regulation, we will make it clear when there is a choice in providing information.
- We do not share information about our volunteers with anyone without consent unless the law and our policies allow us to do so.
- We may share volunteer data with the Department for Education (DfE) on a statutory basis under Section 113 & 114 of the Education Act 2005 and the Local Authority under Section 5 of the Education Regulations 2007.
- We share volunteer data with the Disclosure and Barring Service (DBS) to meet our legal obligations to carry out criminal records for roles involving work with vulnerable children
- We hold volunteer data securely and retain records for no longer than is necessary (see the Records Management Policy for specific details)
- Under data protection legislation, volunteers have the right to request access to information about them that we hold.
- When you have provided us with specific consent to use your data, you may withdraw this consent at any time
- To make a request for personal information contact the Data Protection Officer at dpo@nclt.academy

Other Types of Data

CCTV

- Where applicable, we use CCTV to monitor the school entrances and grounds for the purpose of keeping pupils and staff safe and the prevention and detection of crime. CCTV recordings may be disclosed to third parties such as the police but only where such disclosure is in accordance with the Data Protection Act. We comply with the ICO guidance on CCTV.

Photography

- The Trust and schools use photographic images and videos in its publications and on its website and individual school websites. We will not publish names of individuals alongside their photo, and we will only use images of pupils with written parental consent.
- We will only share your images for a specific purpose with a trusted third party for example printing our school calendar.
- Schools may also use photographic images within school for educational purposes only. For any other use, written consent will be gathered.

Job Applications

- To apply for a job within NCLT Academies, applicants are required to submit a paper or online application form. This also involves us sharing information with a third party to support our recruitment process. Unsuccessful applicant information is kept for 12 months.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

The Data Controller for the purposes of data protection law is NCLT Academies Trust, Sir James Smith's School, Dark Lane, Camelford, Cornwall, PL32 9UJ

Our assigned Data Protection Officer is Anne Shirley

Contact details are:

NCLT Academies Trust,

Sir James Smith's School,

Dark Lane,

Camelford,

Cornwall, PL32 9UJ

Email: dpo@nclt.academy

Telephone: 01840 213274

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

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

- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Further Information on Data Protection

- Data Protection Toolkit for Schools
- Information Commissioner's Office

If you would like this in a different format, please contact the school

Version and Date		Action/Notes
1.0	May 2022	Adapted for NCLT – DPO, HRG

Policy Reviewed:	May 2022
Approved by:	CEO
Approval date:	18 th July 2022
Next Review:	May 2025