



CENTRAL LEARNING
PARTNERSHIP TRUST

Central Learning Partnership Trust (CLPT) Privacy Notice

How we use pupil and parent information

This document explains what information we collect about pupils and their parent/carers, how and why we collect it, how we use it, who we share it with, and what rights you have.

What we collect:

We collect the following information about you:

- personal identifiers (your name(s) and unique reference numbers that help confirm your identity);
- contact details (your address(es), phone number or other ways we can contact your parents/carers);
- performance at school (test scores and exam results);
- wellbeing (information to help you stay safe and enjoy school);
- educational needs (information that describes help you may need with learning);
- attendance records (information from registers in school);
- behaviour information;
- opinions and preferences (answers to surveys, or other choices we may offer you);
- health records (allergies, medical conditions or dietary requirements you might have);
- pictures (photographs, videos and CCTV images);
- characteristics (like your birth date and ethnic background);
- destinations (information about other schools, colleges, universities or training).

Some of this information might be sensitive.

If your school uses systems that allow you to buy things like school meals and borrow books from the library using a fingerprint, we will ask for your permission to collect and store this information.

You do not have to provide your fingerprint if you don't want to. You will still be able to do these things.

How we collect it:

We get most of this information from you or your parents/carers through:

- forms we ask your parents/carers to complete when you first start school;
- forms we send you each year to check we have the correct information in our records;
- information we collect from the electronic payment systems your parents/carers can use.

In most cases, you or your parents have to give us this information. Sometimes, you will have a choice about whether you want to give us the information or whether you want to let us use it in a certain way.

We also get information about you from other places, including:

- Your last school
- The Local Authority (your local council)
- The Department for Education (and other Government departments)
- Health Services (like Doctors, School Nurses, Dentists, or other people who help with medical needs you may have).

Why we collect it and how we use it

We collect and use your information for different purposes.

To help us run our academies (*public task*)

We have to use your information so that we can teach you and keep you safe, including to:

- get in touch with you (or your parents, carers or guardians) when we need to;
- check how well you are doing and work out whether you, or your teachers need extra help;
- make sure we can help you learn as best as you can;
- keep you safe and look after your wellbeing;
- check how well our academies are doing as a whole; and
- run other services, like school meals and counselling support.

To allow us to follow the law (*legal obligation*)

We have to use some of your information because the law says we must, including:

- Keeping you safe "Safeguarding"
- Sharing your information with other organisations, or the next school you attend after leaving one of our academies;
- Sharing information with the School Nurses and other healthcare providers from the NHS
- The Department for Education, under The Education (Information About Individual Pupils) (England) Regulations 2013;
- The council (Wolverhampton City Council, or Rotherham Metropolitan Borough Council), for safeguarding purposes, under The Children Act 2004 and Keeping Children Safe in Education 2019.
- The council (Wolverhampton City Council, or Rotherham Metropolitan Borough Council), for youth services and careers advice purposes, under The Education Act 1996.

To help us promote our pupils and our academies (*consent*)

Sometimes, we might want to use your information to let people know about our academies and celebrate what we do, including to:

celebrate your achievements on our website, on our social media feeds or in a local newspaper; and help us advertise our academies in our brochures and prospectuses.

We will always ask for consent (permission) before we use your information in this way. If you give your consent for us to do this, you can change your mind at any time.

Who else we share your information with:

Sometimes, we need to share your information with other organisations.

By contract (*contract*)

Sometimes, we ask other organisations to help us do things. We might need to share your information with them so they can do that. These organisations are called our "data processors". The main organisations we work with include:

- SIMS – The system we use to store most information about you; and
- CPOMS - the systems we use to store information about your wellbeing.
- Go4Schools - which helps us to monitor your progress in our secondary academies.
- Online education resources - Online apps, software, or websites we use to support teaching and

learning (for example; Marvelous Me, Class Dojo, Zoom, Duolingo, Timetable Rockstars, Espresso, Education City, SENECA Learning, Hegarty Maths, Pinpoint Learning, Microsoft Teams).

When we share your information with a data processor, we will make sure they keep your information safe.

What rights you have

You have certain rights about how your information is used and kept safe. For example, you can:

- ask to see the information we have about you;
- say that you don't want us to use it;
- ask us to limit the way we use it;
- ask us to correct it if you think it's wrong;
- ask us to delete it; and
- complain about how we use it.

Contact us

Central Learning Partnership Trust is the data controller for the personal information processed by the Trust and its academies.

Our Data Protection Officer is provided by Services 4 Schools. If you have any questions or concerns about anything mentioned in this privacy notice, please contact our Data Protection Officer by email at:

dpo@heathpark.net

dpo@moseleypark.org

dpo@coppiceschool.net

dpo@westcroftschoo.co.uk

dpo@wvvc.org.uk

dpo@broadmeadowspecialschool.co.uk

dpo@wodenprimary.org

dpo@deyncourtprimary.com

dpo@eastdene.org

dpo@coleridgeprimary.org

dpo@eastwoodvillageprimary.org

by Post:

Heath Park Prestwood
Road,
Wolverhampton, West Midlands
WV11 1RD

Please mark your envelope for the attention of "The Data Protection Officer"

Complaints

We take complaints about data protection very seriously.

If you have any concerns about how we collect or use personal information, please let us know by contacting our Data Protection Officer (see contact details above).

If you are not happy with the way we respond to your concerns, you can make a complaint in writing to the ICO:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Or online at: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>