

Privacy Notice

What is our lawful basis for processing this data

Public Task

It is in the public interest and our official duty to provide you with an education

Some of the data processed to comply with our legitimate interests. These are set out below.

What data do we collect

Students:

- Personal identifiers such as name, date of birth, Unique Pupil Number (UPN), Unique Learner Number (ULN), Unique Candidate Number (UCI), ID (passport or driving licence or birth certificate), NHS number
- Characteristics such as gender and ethnicity
- Relevant medical and disability information including allergies and medicine administered
- Criminal records
- Safeguarding information
- Special educational needs (including needs and ranking)
- Behavioural information
- Assessment and attainment (e.g. examination results, certificates)
- Attendance including holidays and absences

We may also hold data about you that we have received from other organisations, including other schools and social services.

Why do we need it and what do we do with it

We hold personal information about you to make sure we can help you learn and look after you at school.

We collect and use student information, for the following purposes:

- a) To get in touch with you and your parents when we need to
- b) to support student learning
- c) to monitor and report on student progress
- d) to look after your wellbeing and to keep you safe
- e) to see how well the school is performing
- f) to comply with the law regarding data sharing

In some cases, we need to process data for legitimate interests. For example, to provide work experience opportunities to our students and to allow our students to join clubs / organisations to participate in external activities to enriching the students experience at Cranbury College. Providing school bus passes for students also fall under legitimate reasons.

We retain this information securely within Student Files as electronic copies on our IT systems and within paper copies in filing cabinets in our offices.

How long do we keep it

We hold student data up until their 25th birthday.

Who we share this information with and why

- Our local Authority
 - to Reading Borough Council SEN panel for needs assessment and creating Education Health and Care Plans for students, as well as other associated professionals such as Educational Psychologists.
 - to Reading Borough Council Transport department to provide school bus passes for students.
 - to Reading Borough Council Child Services and Safeguarding teams, social workers and associated professionals for vulnerable children.
 - to the Department for Education via Reading Borough Council for student census information as this is a statutory obligation. To find out more about the data collection requirements placed on us by the Department for Education go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- to examination boards (Pearson and AQA) as well as Joint Council for Qualifications (JCQ) in the context of examination entries and/or certification claims. Exam moderators are sent student's coursework for marking.
- to external agencies and organisations to enable students to participate in external activities and work experience.
- to schools or colleges that students attend after leaving us

Other than this, we do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.

What are your rights

You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. We will respond to you within 30 days after we have received any request (including any identification documents requested).

You have the right to:

1. Ask for a copy of the information that we hold about you;
2. Correct and update your information;
3. Withdraw your consent (where we rely on it).
4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;
6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.

Please see our [Data Protection Policy](#) for further information and for details of how to make a request.

Contact information

You can exercise the above rights and/or manage your information by contacting us using the details below:

Identity of data controller: Cranbury College

Postal address: Mark Hester, Cranbury College, Cranbury Rd, Reading, RG30 2TS
Email: mhester@cranburycollege.reading.sch.uk
Phone: 01189 376847

Our Data Protection Officer is Omnigov Limited and you can contact them at
dpo@cranburycollege.reading.sch.uk

Complaints

If you wish to raise a complaint on how we have handled your personal data, please contact us at dpo@cranburycollege.reading.sch.uk

If you are not satisfied with our response you can complain to the Information Commissioner's Office (ICO). The ICO's contact details are below:

Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Email: casework@ico.org.uk
Phone: 0303 123 1113