



PRIVACY NOTICE FOR PROSPECTIVE STUDENTS, APPLICANTS AND OFFER HOLDERS

Notice approved by the Chair of the Board May 2018
and will be ratified by the Board at the Trust meeting
on 19 July 2018

Signed

A handwritten signature in black ink that reads "Janet E. Gregory". The signature is written in a cursive style with a large initial 'J'.

Janet Gregory
Chair of Trust Board

NEXT REVIEW – AUTUMN 2021

CRANMER EDUCATION TRUST

THE BLUE COAT SCHOOL, EGERTON STREET, OLDHAM. OL1 3SQ

Introduction

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data when you make enquiries about studying within the Trust at any phase from nursery, primary, secondary, sixth form and the Manchester Nexus SCITT. It is for prospective students (parents and guardians), applicants and offer holders. It covers the period before you become an enrolled or registered student. It includes information you provide when registering to attend open days and other such events.

We, Cranmer Education Trust, are the 'data controller' for the purposes of data protection law.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about prospective students, applicants and offer holders includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Phase, school, option choices or course(s) applied for
- Name of previous school or institution of education including previous exam and assessment results or predicted results
- Characteristics, such as gender, ethnic background, eligibility for free school meals, special educational needs
- Looked-after status or adoption information
- Attendance information
- Details of Church attendance, place of worship
- Details of siblings registered within trust schools
- Details of any medical or social conditions, including physical and mental health
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about applicants that we have received from other organisations, including other schools, local authorities and the Department for Education.

For those in receipt of an offer of study at the Manchester Nexus SCITT or at the Blue Coat Sixth Form the personal data we hold will also include:

- Marital status and dependants plus information about parents/legal guardians (eg address details, passport information, employment history) and sometimes

nationality information of other relatives for the purposes of a tuition fee assessment where fee status is under review

- Next of kin and emergency contact information where you are applying to for an access programme and are under 18 years of age
- National Insurance number (as part of the required identity checks for students that require a DBS check for safeguarding purposes)
- Copy of passport, visa and right to study documentation where relevant
- For the purposes of assessing eligibility for bursaries, applications for hardship funds programmes linked to these, a record of household income will be collected and maintained
- Your application form: we will use the details you provide on your UCAS or sixth form application plus any supporting documents requested as part of your application and additional details provided by any referees and recorded following any interview or selection process
- PGCE applicants. We will use the results of your Skills Tests in Numeracy and Literacy

Why we use this data

We use this data to:

- Determine application eligibility and priority
- Administer admissions waiting lists
- Inform learning and manage student experience
- Inform appropriate pastoral care and general welfare
- Carry out research
- Comply with the law regarding data sharing
- To send promotional information relating to studying within the trust

Our legal basis for using this data

We only collect and use applicants' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process applicants' personal data in situations where:

- We have obtained consent to use it in a certain way*
- We need to protect the individual's vital interests (or someone else's interests)

*In the case of those making an enquiry to study at, or to be admitted to, any part of the trust, prior to applying or receiving an offer, we will process enquirers' personal information on the basis of consent. We will seek further consent from you to send you additional promotional information beyond your initial enquiry.

Where we have obtained consent to use applicants' 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.

Some of the reasons listed above for collecting and using applicants' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While most of information we collect about applicants is necessary for the pursuit of the legitimate interests of the trust, there is some information that can be provided voluntarily.

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

How we store this data

We keep personal information about applicants for no longer than is necessary. Successful applicants' information is retained while they are attending our schools. We may also keep it beyond their attendance at our schools if this is necessary to comply with our legal obligations. Our record retention schedule sets out how long we keep information about applicants.

You can request details of the record retention schedule from the Trust Director of Operations.

Data sharing

We do not share information about applicants 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 data protection law) we may share personal information about applicants with:

- Relevant trust staff for the purposes of assessing and processing applications
- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The applicant's school, college, training provider and referees
- Educators and examining/awarding bodies or educational agents
- Ofsted
- Suppliers and service providers – e.g. funders and potential funders, UCAS.
- Central and local government
- Our auditors

- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Applicants' rights regarding personal data

Individuals have a right to make a **'subject access request'** to gain access to personal information that the trust holds about them.

Applicants have the right to make a subject access request with respect to any personal data the trust holds about them.

Parents/legal guardians can make a request with respect to their child's data (where the child is not considered mature enough to understand their rights over their own data, usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact the relevant school office or the SCITT administration team.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

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

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

To make a complaint, please contact our data protection officer at Oldham Council:

Barbara Mulvihill
Data Protection Officer
Oldham Council
Civic centre
West Street
Oldham
OL1 1UG

Email: DPO@oldham.gov.uk

Tel: 0161 770 1311

Alternatively, you can make a complaint to the Information Commissioner's Office:

- 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