



CHATHAM & CLARENDON GRAMMAR SCHOOL

Privacy Notice for Students

Agreed by Governors: May 2018

Privacy Notice (How we use student information)

The categories of student information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment and Achievement information
- Relevant Medical information
- Additional Educational Needs information (including information relating to behaviour, exclusions and special educational needs)
- Post 16 learning information
- Contact information for next of kin and family members

Why do we collect and use this information?

We use the student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use student information in accordance to the Education Act 1996 and the Data Protection Act 1996 (including the lawful basis for collecting and using pupil information for general purposes as detailed in Article 6, and Article 9 where data processed is a special category data under the GDPR 2018) this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>]

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