

# CEDARS

## Short Stay School

<b>Policy Title</b>	Privacy Notice
<b>Review Committee</b>	Finance & Resource
<b>Date Approved</b>	March <del>20</del> 2026
<b>Review Date</b>	March 2029
<b>Responsible for Day to Day Management</b>	Headteacher



# CEDARS

## Privacy Notice

### Privacy Notice (How we use pupil information)

We, **CEDARS Short Stay School**, are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school, the Local Authority and the Learning Records Service.

### The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs
- medical and administration (such as doctor's information, child health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as KS2 SATS results, GCSE and other qualifications, post 16 courses enrolled for, half termly internal teacher assessments and any other relevant results)
- behavioural information (such as exclusions, suspensions and any relevant alternative provision put in place)

### Why we collect and use pupil information

We collect and use pupil information in accordance with the rules relating to the lawful processing of data under Article 6 of the [UK General Data Protection Regulation \(UK GDPR\)](#) for use in school censuses, in compliance with the Education Act 1996. In the interest of safeguarding, we also collect and process special categories of data in accordance with [UK GDPR - Article 9](#) where necessary.

### Collecting pupil information

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

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

### Storing pupil data

We hold pupil data securely for the set amount of time in accordance with the data retention schedule in the **IRMS Information Management Toolkit for Schools**.

### Who we share pupil information with

We routinely share pupil information with:

- The Local Authority (Staffordshire County Council)
- The NHS
- Schools that the pupils attend after leaving us
- youth support services
- the Department for Education (DfE)
- Ofsted
- Examining bodies
- Entrust
- Health and social organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- School Management Information Systems (MIS) e.g. SIMS, My Concern, Provision Map

If you are enrolling for post 14 qualifications the [Learning Records Service \(LRS\)](#) will give us your unique learner number (ULN) and may also give us details about your learning or qualifications. [Qualification results achieved at CEDARS are also shared with the Learning Records Service.](#)

CEDARS uses a number of colleges and private companies who provide vocational training courses and mentoring services. It is necessary to share information about you with one or more of these providers if you are placed on a vocational course or need additional support to access education.

### **Why we regularly share pupil information**

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

Once you are aged 13 or over, we are required by law to pass on certain information to our [local authority and/or providers of youth support services](#) as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- [youth support services](#)
- [careers advisers](#)

We must provide the names and addresses of you and your parent(s) or carer(s), and any further information relevant to the support services' role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision.

However, parent(s) or carer(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell The Office Manager at CEDARS Newcastle Base (01782 973760) if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education. The Department for Education (DfE) collects personal data from educational settings and [local authorities via various statutory data collections.](#) We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 3 and regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework.](#)

For more information, please see 'How Government uses your data' section.

For privacy information on the data the Department for Education collects and uses, please see : <https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3> and

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

### **Requesting access to your personal data**

The UK GDPR gives parents and pupils certain rights about how their information is collected and used. To

make a request for your personal information, or be given access to your child's educational record, please contact the Office Manager at CEDARS Newcastle Base on 01782 973760.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please visit <https://www.gov.uk/government/publications/requesting-your-personal-information-from-dfe/requesting-your-personal-information-from-the-department-for-education>

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<https://www.staffordshire.gov.uk/Your-council-and-democracy/Request-and-access-information/Your-personal-information/Overview.aspx>

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

If you cannot access these websites, please contact the LA or DfE as follows:

- **Staffordshire Access to Personal Information Team**

Website: <https://www.staffordshire.gov.uk/Your-council-and-democracy/Request-and-access-information/Your-personal-information/Request-personal-information.aspx>

Email: [accessinformation@staffordshire.gov.uk](mailto:accessinformation@staffordshire.gov.uk)

Telephone: 0300 111 8000

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: [https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact%20the%20Department%20for%20Education)

Telephone: 0370 000 2288