**Privacy Notice (How we use your child's information)**

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

This privacy notice explains how we collect, store, and use personal data about parents, carers and students.

We, TrustEd Schools Alliance (hereafter referred to as 'the school', which includes all schools within the TrustEd Schools Alliance Trust), are the 'data controller' for the purposes of data protection law. TrustEd Schools Alliance and its schools will ensure that your child's personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

Our Data Protection Officer is Rob Montgomery, contact information can be found at the end of the document.

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

- personal information 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 including the needs and ranking.
- medical information such as doctors' information, 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 key stage 1 and phonics results, post 16 courses enrolled for and any relevant results.
- behavioural information such as exclusions and any relevant alternative provision put in place.
- images as part of CCTV (for the purpose of safeguarding & security).
- CCTV footage from in and around the school site.

**Why we collect and use pupil information:**

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

**The lawful basis on which we use this information:**

We confirm that we operate under the following regulations:

Most commonly we will process it where:

- Article 6(1)(c) - we comply with a legal obligation

- Article 6(1)(e) - we need to perform an official task in the public interest. E.g., provide your child with an education.

Less commonly we may also use you or your child's personal data where:

- Article 6(1)(a) - we have obtained consent to use it in a certain way
- Article 6(1)(d) – we need to protect the individual's health interests.

Where we process special category data we do so under the following legal basis:

Article 9(2)(c) – protect the vital interests of your child
Article 9(2)(g) – for reasons of substantial public interest

Where we have obtained consent to use your or your child/ward's 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.

**Collecting Pupil Information:**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

**Storing Pupil Information:**

We hold pupil data securely in compliance with the UK GDPR to enable us to comply with the law and educate students. Records are retained as per the recommended practice by the Information and Records Management Society (IRMS).

**Who We Share Pupil Information With:**

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DFE)
- EFA Education Funding Agency
- official examination boards
- TrustEd Schools Alliance Trust
- Telford and Wrekin (ICT provision)
- School nurse
- NHS

Limited data is shared with specialist educational providers such as:

- 4 Matrix
- GCSE Pod
- Satchel One
- Maths Watch

**Why We Share Pupil Information:**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

**Data Collection Requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to https://www.gov.uk/education/datacollection-and-censuses-for-schools

**Youth Support Services:**

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and/or provider 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

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and/or provider 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:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

**The National Pupil Database (NPD)**:

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform

independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to https://www.gov.uk/government/publications/nationalpupil-database-user-guide-and-supporting-information

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested, and
- the arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data. For more information about the department's data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

https://www.gov.uk/government/publications/national-pupil-database-requests-received

To contact DfE: https://www.gov.uk/contact-dfe

**Requesting Access To Your Personal Data:**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the individuals listed at the end of this Privacy Notice.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

• in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

• claim compensation for damages caused by a breach of the Data Protection regulations If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

**Contact**

If you would like to discuss anything in this privacy notice, please contact:

**HEADTEACHER INFO**

**BUSINESS MANAGER INFO**

**Data Protection Officer**
Rob Montgomery
Data Protection Officer / Audit & Governance Lead Manager
Telford & Wrekin Council
Email: IG@telford.gov.uk
Telephone: (01952) 382537