

PRIVACY NOTICE



Parents & Carers

This Privacy Notice outlines Teesside Learning Trusts interpretation of the legal framework set out in the General Data Protection Regulation 2016/679 and their responsibility to advise on data collection in to relation parents and carers.

This policy applies to all staff members, volunteers, supply/agency staff, contracted service providers and self-employed individuals. In the case of self-employed service providers, they will be required to refer to their adherence to this policy in their Service Level Agreement.

Under data protection law, individuals have a right to be informed about how the Academy 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 about **pupils** in our Multi Academy Trust. The following Academies are members of the Trust:

- Badger Hill Primary Academy
- Whitecliffe Primary Academy
- Freebrough Secondary Academy
- Thornaby Secondary Academy.

All establishments in the Trust adhere to this document.

We, Teesside Learning Trust and the listed Academies, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Beverley Smith (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, school history
- Results of internal assessments and externally set tests including audio and video footage
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs and disabilities (SEND)
- Exclusion information
- Behaviour information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including provision packages, plans and support providers
- Photographs
- CCTV images captured in the academy
- Biometrics data



We may also hold data about pupils that we have received from other organisations, including other schools, academies, Exam Boards, External Professional Bodies, external provision, local authorities, Health provision and the Department for Education.

Why we hold this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Other Schools or academies
- To support transition

Our legal basis for using this data

We only collect and use pupils' 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 pupils' 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)

Where we have obtained consent to use pupils' 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 pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, 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 pupils while they are attending our Academies. We may also keep it beyond their attendance at the academy if this is necessary in order to comply with our legal obligations. Our Data Protection Policy & Document Retention Policy sets out how we keep data and how long we keep information about pupils. These documents are available on our website:

<https://tltrust.org/policies/>

Data sharing

We do not share information about pupils 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 pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions, SEN and Psychology Services, Youth support Services and specifically to provide photographs to the Transport Service for the provision of bus passes for students in Y7 and above
- The Department for Education – to meet our legal obligations and ensure that correct funding is secured for all students
- The pupil's family and representatives
- Educators and examining bodies – to meet our legal obligations in the delivery of education
- Our regulator, e.g. Ofsted – to allow them to ensure we are meeting our legal obligation to educate
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Survey and research organisations
- Health authorities e.g. the School Nursing Team, Primary Care Trust and the NHS Dental Service
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Photosuppliers
- Evolve Insurance (Sunderland City Council)

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the early year's census and the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, academies, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them as there is a legal responsibility regarding the education or training of 13-19 year-olds. This data is shared with:

- Freebrough Secondary Academy – pupil data is shared with Redcar & Cleveland BC (Routes to Employment)
- Thornaby Secondary Academy - pupil data is shared with Stockton BC (Youth Direction)
- Badger Hill Primary Academy - pupil data is not shared as students are younger than 13 yrs.
- Whitecliffe Primary Academy - pupil data is not shared as students are younger than 13 yrs.

This information enables the Local Authority to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our Data Protection Officer to request that we only pass the individual's name, address and date of birth.

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.

Parents and pupils' rights regarding personal data

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

Parents/carers 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.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

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 our Data Protection Officer.

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.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**: Beverley Smith, Enterprise Centre, Freebrough Academy, Linden Road, Brotton TS12 2SJ, bevsmith@tltrust.org, telephone 01287 676305 ext: 109

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. Details above.

If you are not satisfied 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

Reviewed:

May 2018

Data Manager

This notice is based on resources available through the The Key and the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in the Trust.