



Trinity School and College Rochester

Privacy Notice - How we use pupil information

Why do we collect and use pupil information

We collect and use pupil information under section 537A of the Education Act 1996 and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) & (e) and Article 9(2)(b) of the General Data Protection Regulation (GDPR)

Why we use pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care, including safeguarding
- To assess the quality of our services
- To comply with the law regarding data sharing
- To support you to decide what to do after you leave school.
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to monitor and report on the progress with EHCP needs and targets
- to provide appropriate reports to the local authority for all Looked After Children

Categories of pupil information that we collect, hold and share include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity and language)
- safeguarding information (such as court orders and professional involvement)
- Data regarding Looked After Children
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental 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 WRAT testing, OT assessments, Speech and Language assessments, key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- as part of our adoption of the Thrive Approach, we carry out assessments of whole classes and individual children in relation to their social and emotional development. This assessment is automatically analysed, providing indicators of any particular areas for development and support. The results are used to guide the teacher or other adult as to the activities and teaching that would be useful for that class or child.
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Information regarding school trips and visits

Collecting pupil information

Whilst the majority of pupil information you provide is mandatory (such as information contained within our admissions form), some of it is provided on a voluntary basis (such as using learner's images in publications). In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain learners information to us or if you have a choice in this.



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Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of Education in accordance with the legal basis of public interest.

How we store pupil data

Trinity School and College keeps information about you on computer systems and also sometimes paper. This information is held securely following guidance provided by GDPR.

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit www.trinityschoolrochester.co.uk.

Policies to view: General Data Protection Regulation
 Keeping Records Safe Policy

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

Who we share pupil information with

We routinely share pupil information with:

- Cavendish Education Ltd (Proprietors of Trinity School and College)
- Schools and Colleges that the pupils attend after leaving us
- our local authority and their commissioned providers of local authority services
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- Joint Council for Qualifications
- NHS (School nurses and professionals)
- Educational Psychologists, Counsellors, Occupational Therapists, Speech and Language Therapists and other Educational/Health Care Professionals

We also share pupil information with our data processors in order to support the provision of education services, these are:

- Parentmail
- Furlong Solutions

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.

Information is shared to provide support for the learner and to ensure all assessments are current and relevant.

We share information with The Department for Education (DfE) who collect personal data from educational settings and local authorities via various statutory data collections. We are required to share information



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about our pupils with the Department for Education (DfE) directly for the purpose of those data collections, under: The Education (Independent Educational Provision in England) (Provision of Information) Regulations 2010

All data is transferred securely and held by 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.

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 Executive Headteacher.

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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 at <https://ico.org.uk/concerns/>

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/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

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

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:



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- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

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

Contact

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

Executive Headteacher
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Kent
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