



## **Privacy Notice – How we use pupil information**

Teignmouth Learning Trust is a Data Controller of the personal information you provide to us. This means the school determines the purpose which and the manner which any personal data relating to pupils and their families is to be processed.

Teignmouth Learning Trust holds the legal right to collect and use personal data relating to pupils and their families, although we may also receive information regarding them from their previous school, LA and/or the DfE.

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

### **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 General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### **Which data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed.

Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **Storing pupil data**

Personal data relating to pupils and their families is stored in line with the school's Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Please visit the following link for more information on guidelines for data retention periods

[https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016\\_IRMS\\_Toolkit\\_for\\_Schools\\_v5\\_Master.pdf](https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf)

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

The school is required to share pupils' data with the DfE on a statutory basis. The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. 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; some of this information is then stored in the NPD.

The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. We will not share your personal information with any third parties without your consent, unless the law allows us to do so.

### **Who we share pupil information with**

We routinely share pupil information with:

- Our local authority (Devon County Council)
- the Department for Education (DfE)
- the NHS
- Social Services
- Career Services
- Schools/Local authorities that pupils attend after leaving us

### **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.

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/communication (opt out)
- 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

### **Scott Deeming is the (DPO) Data Protection Officer.**

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. To make a request for your personal information, or be given access to your child's educational record, contact Scott Deeming via [scott.deeming@teignmouth.devon.sch.uk](mailto:scott.deeming@teignmouth.devon.sch.uk) or by telephone 01626 772320 .His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

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## Amendment Record

| VERSION # | DATE     | AMENDED BY           | NATURE OF CHANGE |
|-----------|----------|----------------------|------------------|
| 1         | 23/05/18 | S Deeming / A Webber | Policy creation  |
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