



## **Tudhoe Learning Trust Privacy Notice for Trust Schools**

**Last updated: April 2023**

Tudhoe Learning Trust as an organisation seeks to ensure that personal data is collected, processed and retained in line with the Data Protection Act and General Data Protection Regulations 2018.

This notice explains what personal data our schools collect, how and why it is collected, how it is stored and used and with whom this data may be shared.

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

Trust schools will seek consent for the collection of personal data where this is required.

### **The type of personal information we collect**

We currently collect and process the following pupil information:

- 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 (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 key stage 1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by parents and guardians for one of the following reasons:

- to support pupil learning in school and to deliver remote 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, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

Parents and guardians may also share contact information with a provider of a digital education platform to enable remote learning to take place. The Head Teacher of our Trust schools will risk assess educational platforms to ensure they are compliant with Data Protection Rules.

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

- Consent. Consent has been given in order to process personal information for a specific purpose. Parents and guardians are able to remove consent where this is required at any time. You can do this by contacting the Head Teacher of the school.
- Contract. The processing of data is necessary to comply with a contractual obligation.
- Legal Obligation. We have a legal obligation to provide education to our pupils. Where we are required to deliver education remotely, it is the decision of the Trust School to decide how to meet this requirement.
- Vital Interests. The processing is necessary to protect someone's life.
- Public Task. The processing is necessary to perform a task in the public interest and to complete a function that is required by law.
- Legitimate Interests. The processing is necessary for the legitimate interest of the Trust and school or the legitimate interests of a third party unless there is a good reason to protect an individual's personal data which overrides those legitimate interests.

## **Collecting pupil information**

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.

## **How we store your personal information**

We hold pupil data securely for the set amount of time shown in our records retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit the Trust Website at [www.tudhoelearningtrust.co.uk](http://www.tudhoelearningtrust.co.uk)

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

We routinely share pupil information as appropriate with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Employees of Tudhoe Learning Trust (including Supply Staff and Volunteers as appropriate).
- School health professionals such as the nursing team
- Educational psychology
- Speech and language therapists
- SEND colleagues
- Multi-agency safeguarding hub/families first/first contact
- Peripatetic teaching organisations and coaches

## **Why we regularly 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.

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:

Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

It is stored securely in electronic format for statistical purposes.

## Your data protection rights

### 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, in the first instance you should contact the Head Teacher of the school.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the Head Teacher of the school in the first instance if you wish to make a request.

### How to raise a concern

If you would like to discuss any information contained within this Privacy Notice or have any concerns about our use of your personal information, you may contact the Trust Office directly via [office@tudhoelearningtrust.co.uk](mailto:office@tudhoelearningtrust.co.uk)

Alternative, you may raise a concern directly to the ICO if you are unhappy with how we have used your data.

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>