

THE FORUM CENTRE

Privacy notice for pupils – use of your personal data

Under data protection law you have a right to be informed about how the school uses any personal data that we hold about you. 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**. We, The Forum Centre, are the 'data controller' for the purposes of data protection law. Our data protection officer is Hannah Vincent (see 'Contact us' below).

The personal data we hold:

- 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 phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- photographs and CCTV images captured in school
- we may hold data from pupils from other organisations including other schools, local authorities and the Department for Education

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

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

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

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 (Article 6):

- 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 (Article 9):

- We have obtained consent to use it for one or more specified purposes
- We need to protect the individual's vital interests or those of another natural person

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 pupil information

We collect pupil information via data transfer from previous schools (CTFs), forms completed at initial induction, SEN and medical assessments, social care for safeguarding.

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is 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 this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils in accordance with the IRMS Records Management Toolkit for Schools.

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
- The Department for Education- to ensure that pupils are accessing appropriate high-quality provision.
- The pupil's family and representatives- to meet our legal obligations and ensure pupil needs are fully met.
- Educators and examining bodies- to enable pupils to sit external examinations.
- Our regulator i.e. Ofsted, - to quality assure provision.
- Suppliers and service providers – to enable them to provide the service for which we have contracted them, e.g. occupational therapists, educational psychologists, specialist teachers
- Financial organisations- to ensure best value
- Central and local government- to meet our legal obligations.
- Our auditors- to ensure that our legal obligations are fully met.
- Health authorities- to ensure that pupil needs are fully met.
- Health and social welfare organisations- to ensure that pupil needs are fully met.
- Professional advisers and consultants- to ensure quality provision.
- Charities and voluntary organisations- to ensure that pupil needs are fully met.
- Police forces, courts, tribunals- to meet our legal obligations.
- Professional bodies- to meet our legal obligations.
- Taxi companies

Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to our contracted independent careers adviser, currently the Education Development Trust (EDT), as it has legal responsibilities regarding the education or training of 13–19-year-olds. This

information enables the EDT to provide youth support services, post-16 education and training services, and careers advisers. The information is transferred to the EDT through secure email and is stored on the school's secure system. Name, address and date of birth are transferred through secure email on a password protected document to the Education, Employment and Re-engagement Team in County Hall during year 11 as they prepare to support leavers if required for post 16 provision.

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 to the EDT.

Department for Education (DfE)

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 4 of The Education (Information About Individual Pupils) (England) Regulations 2013. Provision of information relating to pupil referral units by local authorities to the Secretary of State.

Regulation 4. Within fourteen days of receiving a request from the Secretary of State, a local authority shall provide to the Secretary of State the required information relating to each pupil referral unit maintained by the authority and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.

All data is transferred securely and held by the Department for Education (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. For privacy information on the data the Department for Education collects and uses, please see: <https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3> and <https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

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 school 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.

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
- Explain how we received it, 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.

Parents/carers also have a legal right to access their child's **educational record**. To request access, please contact Kim Rickford, Headteacher, k.rickford@tfc.dorset.sch.uk.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. We take any complaints about our collection and use of personal information very seriously. You have 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

To exercise any of these rights, please contact our data protection officer, Hannah Vincent. If you have a concern 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 [raise a concern with ICO](#).

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**:

- Hannah Vincent, office@tfc.dorset.sch.uk or h.vincent@tfc.dorset.sch.uk, telephone 01258 455202
- *This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.*