



PRIVACY NOTICE: PUPILS

Privacy Notice – UK General Data Protection Regulation & Data Protection Act 2018

Tor View School ('the School') is required by law to collect and process personal data relating to all of its pupils and their parents and carers. The School is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

This privacy notice provides you with information about how we collect and process personal data of our pupils and their parents/carers in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Who are we?

Tor View School is part of The Sea View Trust – a multi-academy trust incorporating a number of different schools and academies. Our registered office address is Ewood Campus Clod Lane, Haslingden, Rossendale, England, BB4 6LR. We are registered with the Information Commissioner's Office (registration number ZA742257). This privacy notice has been issued on behalf of The Sea View Trust. When we refer to "we", "us", "our" or "the school" within this privacy notice, we are referring to Tor View School which is part of The Sea View Trust. The Sea View Trust is the 'data controller' for the purposes of data protection law.

The Sea View Trust has appointed a Data Protection Officer who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the DPO using the details set out below.

What data do we collect?

Personal data is held by the School about pupils and their parents and carers. This includes:

- Personal information such as their name, date of birth, unique pupil number and address.
- Characteristics such as their ethnicity, language, nationality, country of birth and free school meal eligibility.
- Attendance information such as the number of sessions they have attended, the number of absences and the reasons for those absences.
- Assessment information such as their current pupil progress, their predicted progress and where appropriate data relating to any assessments, tests or exams they have undertaken.
- Relevant medical information including any conditions or allergies your child may have, the need for epi-pens/medication, emergency contact and doctor's details.
- Special educational needs information. This includes information about any particular needs that your child has, any funding that is received specifically for your child, statements of individual need and health care plans.
- Behavioural information, which may include information about your child's general classroom behaviour including any awards gained, together with any detentions fixed-term or permanent exclusions they have received.
- Pastoral and safeguarding information, including notes on any home visits undertaken.
- Financial records about any money you have paid us; any amount(s) outstanding and associated recovery action. Depending on your chosen method of payment, we may hold your bank account details.
- Photographs.
- Details of any other information that is provided to us by pupils and parents/carers whilst during the course of our relationship with you
- CCTV images.

How is personal data collected?

Generally, the information we hold will have been provided by pupils and parents/carers (e.g. information inputted into our management information system or when we communicate with you), but we may also hold information provided by third parties where this is relevant to your own circumstances. Whilst the majority of the pupil and parent/carer information you provide to us is required by law, some of it is provided to us on a voluntary basis. In order to comply with the UK GDPR, when requesting information, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Why do we collect and use this data?

We have set out below a description of all the ways we plan to use pupil and parent/carer information, and which of the legal bases we rely on to do so. We may process pupil and parent/carer information for more than one lawful ground depending on the specific purpose for which we are using your information.

| Purpose/Activity | Type of Information | Lawful Basis for Processing Information |
|--|--|--|
| To support pupil learning | Contact details and characteristics Attendance information Assessment information Special educational needs information Behavioural information Pastoral and safeguarding information | Necessary to comply with our legal obligations Necessary for the performance of a task carried out in the public interest |
| To monitor and report on pupil progress, enabling suitable interventions to be put in place where required | Contact details and characteristics Attendance information Assessment information Special educational needs information Behavioural information Pastoral and safeguarding information | Necessary to comply with our legal obligations Necessary for the performance of a task carried out in the public interest |
| To provide appropriate pastoral care and ensure your child has access to appropriate support | Contact details and characteristics Attendance information Assessment information Special educational needs information Behavioural information Pastoral and | Necessary to comply with our legal obligations Necessary for the performance of a task carried out in the public interest |

| | | |
|---|---|--|
| | safeguarding information | |
| To assess the quality of our services | Contact details and characteristics Attendance information Assessment information Special educational needs information Behavioural information Pastoral and safeguarding information | Necessary to comply with our legal obligations Necessary for our legitimate interests to improve the Trust's performance |
| To keep pupils and staff safe | Contact details and characteristics Attendance information Assessment information Special educational needs information Behavioural information Pastoral and safeguarding information Photographs CCTV | Necessary to comply with our legal obligations Necessary for the performance of a task carried out in the public interest |
| To comply with the law regarding data sharing | Contact details and characteristics Attendance information Assessment information Special educational needs information | Necessary to comply with our legal obligations Necessary for the performance of a task carried out in the public interest |

| | | |
|--|---|--|
| | Behavioural information Pastoral and safeguarding information | |
| To comply with statutory duties placed upon us for Department for Education data collections | Contact details and characteristics Attendance information Assessment information Special educational needs information Behavioural information Pastoral and safeguarding information | Necessary to comply with our legal obligations Necessary for the performance of a task carried out in the public interest |
| To communicate with parents/carers and provide updates relating to pupil learning | Contact details and characteristics Attendance information Assessment information Special educational needs information Behavioural information Pastoral and safeguarding information Photographs | Necessary to comply with our legal obligations Necessary for our legitimate interests to improve the School's communications with parents/carers Consent |
| To process payments from parents/carers | Contact details and characteristics Financial information | Necessary for the performance of the contract |

Purposes for processing – Special Category Data

We have set out below a description of all the ways we plan to use more sensitive “special category data” of pupils and parents/carers, and which of the legal bases we

rely on to do so. We may process pupil and parent/carer information for more than one lawful ground depending on the specific purpose for which we are using your information.

| Purpose/Activity | Type of Information | Lawful Basis for Processing Information |
|--|---|--|
| To ensure your dietary needs are catered for | Medical information | Vital interests Necessary to comply with our legal obligations Schedule 1, Part 2, (6) Data Protection Act 2018 - Statutory Purposes |
| To make reasonable adjustments for the provision of learning | Medical information | Necessary to comply with our legal obligations Schedule 1, Part 2, (6) Data Protection Act 2018 - Statutory Purposes |
| For statistical analysis of our pupils | Race, nationality and ethnicity information | Necessary to comply with our legal obligations Schedule 1, Part 2, (6) Data Protection Act 2018 - Statutory Purposes |
| To keep pupils and staff safe | Medical information Behavioural information Pastoral and safeguarding information | Necessary to comply with our legal obligations Necessary for reasons of substantial public interest Schedule 1, Part 2, (18) Data Protection Act 2018 - Safeguarding children and adults at risk Schedule 1, Part 1, (3) Data Protection Act 2018 - Public Health |
| To support pupils with | Special educational | Necessary to comply with |

| | | |
|---------------------------|--|--|
| special educational needs | needs information Medical information | our legal obligations Necessary for reasons of substantial public interest Schedule 1, Part 2, (6) Data Protection Act 2018 - Statutory Purposes |
|---------------------------|--|--|

Who is personal information shared with?

We routinely share pupil information with:

- Schools that your child attends after leaving us
- Blackpool Local Authority
- The DfE
- The Sea View Trust
- Our catering provider
- Our Speech and Language provider
- Third parties for the purpose of providing a public task or the administration of the Trust, for example our safeguarding monitoring software, our management information system provider.

Why do we share information?

We do not share information about our pupils or parents/carers with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013. To find out more about the data collection requirements placed on us by the Department for Education, for example the obligation on us to complete and return the school census, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE 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 DfE. 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.

We are required by law to provide information about our pupils to the DfE as part of statutory collections such as the school census and early year's census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013. To find out more about NPS, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The DfE share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

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

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purposes for which it is required
- The level and sensitivity of data requested; and
- The arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of data.

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

For information about which organisations the DfE has provided pupil information to, and for which project, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>.

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

How do we protect data?

The School takes the security of pupil data seriously. The School has internal policies and controls in place to try to ensure that pupil data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the School engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged

to implement appropriate technical and organisational measures to ensure the security of data.

For how long do we keep data?

We will only retain pupil personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in The Sea View Trust's Record Management Policy.

Your rights

As a data subject, pupils have a number of rights under data protection law. This includes the ability to:

- access and obtain a copy of your data on request;
- require the School to change incorrect or incomplete data;
- require the School to delete or stop processing personal data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of personal data where the School is relying on its legitimate interests as the legal ground for processing.

Where the processing of pupil data is based upon explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Complaints

We take any complaints we receive about the collection and use of personal information very seriously. We would encourage you to bring it to our attention if you think that our collection or use of information is unfair, misleading or inappropriate. You can make a complaint at any time by contacting us (see contact details section below).

If you think our collection or use of personal information is unfair, misleading or inappropriate or if you have concerns about the security of your personal information, you also have the right to make a complaint to the Information Commissioner's Office.

You can contact the Information Commissioner's Office at the following address:
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or visiting www.ico.org.uk/concerns

Contact us

If you would like to discuss anything contained within the privacy notice please contact the Data Protection Officer via e-mail – dataprotectionofficer@forbessolicitors.co.uk.

| | Name/Initials: | Date: |
|--------------------|-----------------------|--------------|
| Written By: | NW | Nov 17 |
| Reviewed: | DPO | Sept 20 |
| | DPO | Apr 22 |
| | | |
| | | |