

Appendix 1: Privacy Notice to Parents

Privacy Notice (How we use pupil information)

This privacy notice sets out how each school within SEN Trust Southend collects information about pupils.

Why do we collect and use pupil information?

We collect and use pupil information under Article 6 (1) (e) of the General Data Protection Regulations (GDPR) because it is necessary to collect such information in order for the Trust to educate your child(ren) which is carried out in the public interest.

We use the pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To comply with the law regarding data sharing

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

- Personal information such as name, unique pupil number, date of birth and address
- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility, relevant medical information and special educational needs information
- Attendance information such as number of absences and reasons for absences
- Academic information such as academic progress, exam participation and results

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 Regulations, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for as long as the school/Trust is required to hold it. Pupil data is held for as long as the pupil attends their school within SEN Trust Southend or for as long as is required by law.

Who do we share pupil information with?

We routinely share pupil information with:

- Schools that the pupil attends after leaving us
- Our local authority
- Local authority where the pupil resides or is in care of

- The Department for Education (DfE)
- School Counsellor (if required)
- Staff (as required)
- Allocated school paediatrician/doctor/dentist/Health authority
- School passenger transport

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. We share pupils' data with the Department for Education (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 our local authority and the DfE under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education please visit <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 school, local authorities and awarding bodies.

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 and early years' census. Some of the 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 the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>. To find out more about the NPD go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The DfE may 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 or 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 purpose for which it is required
- The level and sensitivity of the data requested
- 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 the 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 (and for which project) please visit <https://www.gov.uk/government/publications/nationa-pupil-database-requests-received>.

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

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 the school office in person, by telephone on 01702 524193 or email office@tscs.southend.sch.uk

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
- Claim compensation for damages caused by a breach of the Data Protection regulations.

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 <https://ico.org.uk/concerns/>

Contact:

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

Jackie Mullan, Executive Headteacher, SEN Trust Southend

Tel: 01702 524193

Email: office@tscs.southend.sch.uk