



## Trinity Catholic High School - Privacy Notice for Pupils

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about pupils at our school, like you.

We, Trinity Catholic High School, are the 'data controller' for the purposes of UK data protection law.

Our Data Protection Officer is Pervinder Sandhu at the London Borough of Redbridge (see 'Contact us' below).

### The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your contact details
- Your results on assessments
- Your attendance records
- Safeguarding information
- Details of any behaviour issues or exclusions

We may also collect, use, store and share (when appropriate) information that falls into "special categories" of more sensitive personal data. This includes but is not restricted to:

- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Photographs and CCTV images
- Biometric data (fingerprint) for the school's catering system, and in some cases registration (sixth form)

### Why we use this data

We use this data to help run the school, including to:

- a) Get in touch with you and your parents when we need to
- b) Check how you're doing in exams and work out whether you or your teachers need any extra help
- c) To support your learning
- d) Track how well the school as a whole is performing
- e) Look after your wellbeing
- f) To meet our legal duties

### Our legal basis for using this data

We will only collect and use your information when the law allows us to. Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing your personal information are:

- For the purposes of [f) above], in accordance with the 'legal obligation' basis - we need to process data to meet our responsibilities under law.
- For the purposes of [a) – e) above], in accordance with the 'public task' basis – we need to process data to fulfil our official duties as a school, to provide you with an education.

In addition, for 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law.

- You, or your parents/carers have given us permission to use it in a certain way (this applies to fingerprint data)
- We need to protect your vital interests (i.e., protect your life or someone else's life), where you are physically or legally incapable of giving consent.

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

## **Collecting this information**

Pupil data is essential for schools' operational use. While in most cases, you or your parents/carers must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional, if you have to provide the data, we will explain what might happen if you don't.

Most of the data we hold about you will come from completed information forms when you start, but we also get information from files from your previous school, the Local Authority and the Department for Education.

## **How we store this data**

We keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

All stored data will be kept in accordance with the school's retention schedule adopted from the Information and Records Management Society's retention guidelines for schools and will be securely destroyed at the appropriate time.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We'll dispose of your personal data when we no longer need it.

## **Data sharing**

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority [Redbridge] – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education (a government department) to satisfy our legal requirement to report to them
- Your family and representatives as requested in accordance with the law
- Educators and examining bodies for administration purposes
- Our regulator (the organisation or "watchdog" that supervises us), (e.g. Ofsted)
- Suppliers and service providers e.g. (Springpod, Satchel One, Accessit, Tassomai, Groupcall, Wonde) – so that they can provide the services we have contracted them for
- Health authorities (NHS England) for them to provide support in the administration of healthcare programmes
- Health and social welfare organisations to provide necessary support

- Police forces, courts, tribunals – in accordance with legal requests made by them
- Orchestra Synergy – so they can monitor pupil outcomes; identify where pupils have transferred schools; provide additional support and allocate the right funding
- The Brilliant Club – so they can deliver an effective programme, that is efficiently administered
- Lifeline projects – so they can provide support and monitor and report on the success of the programme
- National Tutoring Programme – so they can deliver high-quality subsidised tuition to schools affected by school closures as a result of the pandemic
- Learning Record Service (LRS) – so they can issue you with a unique learner number (ULN) and create your personal learning record.

## National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census under. Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

## Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to the London Borough of Redbridge, and / or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996.

This information enables them to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you are 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to the London Borough of Redbridge.

## Transferring data internationally

Where we transfer your data to a third-party country or territory, we will do so in accordance with UK data protection law.

## Your rights

### How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact Ms. Magine Taylor the Data Protection Lead for Trinity Catholic High School.

## **Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

## **Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong in the first instance.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact us**

Our Data Protection Officer is:

- Pervinder Sandhu, London Borough of Redbridge, Lynton House, 255-259 High Road, Ilford, IG1 1NY or [dataprotection.schools@redbridge.gov.uk](mailto:dataprotection.schools@redbridge.gov.uk)

However, our Data Protection Lead has day-to-day responsibility for data protection issues in our school.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

- Ms. Magine Taylor, Trinity Catholic High School, Mornington Road, Woodford Green, IG8 0TP or [mtaylor@tchs.org.uk](mailto:mtaylor@tchs.org.uk)

## **Last updated**

We may need to update this privacy notice from time to time. This version was updated in April 2022.

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