



Trinity Catholic High School - Privacy notice for Pupils, Parents and Carers

Under UK data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. 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 at our school**.

This privacy notice applies while we believe your child is not capable of understanding and exercising their own data protection rights.

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this is considered on a case-by case basis), you should refer to our privacy notice for pupils to see what rights they have over their own personal data

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

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

The personal data we hold

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

- Contact details, contact preferences, date of birth, identification documents
- Results of assessments and externally set tests
- Pupil and curricular records
- Exclusion information
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers

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

- Any medical conditions we need to be aware of, including physical and mental health
- Photographs and CCTV images captured in school
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Biometric data (fingerprint) for the school's catering system and in some cases registration (sixth form)

We may also hold data about your child that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use the data

We use the data listed above to:

- a) Support pupil learning
- b) Monitor and report on pupil progress
- c) Provide appropriate pastoral care
- d) Protect pupil welfare
- e) Provide services
- f) Assess the quality of our services
- g) Administer admissions waiting lists
- h) Carry out research
- i) Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Our lawful bases for processing your child's personal data for the purposes listed above are as follows:

- For the purposes of [i) above], in accordance with the 'legal obligation' basis - we need to process data to meet our responsibilities under law.
- For the purposes of [a) - h) above], in accordance with the 'public task' basis - we need to process data to fulfil our statutory function as a school, (providing your child with an education).

For 'special category' data, 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:

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained your explicit consent to use your child's data in a certain way (biometric data)
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you are physically or legally incapable of giving consent.

Where we have obtained consent to use your child's personal data, you may withdraw this 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 this information

While the majority of information we collect about your child is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing the information is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

Most of the data we hold about your child will come from you, but we may also hold data about your child from local authorities, government departments or agencies, police forces, courts or tribunals.

How we store this data

We keep personal information about your child 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.

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 child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of your child's personal data when we no longer need it.

Data sharing

We do not share information about your child 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 UK data protection law) we may share personal information about pupils with:

- Our local authority [Redbridge] – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to satisfy our legal requirement to report to them
- The pupil's family and representatives – as requested by them and in accordance with the law
- Educators and examining bodies (UCAS, AQA, WJEC, Edexcel, OCR, Eduqas) – administration purposes
- Our regulator, Ofsted – legal requirement
- Suppliers and service providers e.g. (ESS SIMS, IRIS ParentMail, Springpod, Satchel One, Accessit, Tassomai, Groupcall, Wonde, Joskos) – to enable them to provide the service we have contracted them for
- Health authorities (NHS England, NELFT, Public Health England, UK vaccinations) – to provide support in the administration of health care programmes

- Health and social welfare organisations – to provide support
- Police forces, courts, tribunals – to comply with legal requests made by them
- Orchestra Synergy – to monitor pupil outcomes comprehensively; to identify where pupils have transferred schools; to identify pupils needing additional support; to allocate appropriate funding and to support safeguarding
- The Brilliant Club – so they can deliver an effective programme, that is efficiently administered
- Lifeline projects – to provide support to students and to 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 your child with a unique learner number (ULN) and a personal learning record for your child.
- The Business Education Partnership (BEP) – to support young people through alternative education and work experience
- CPOMS – to facilitate safeguarding in the school
- Education Welfare Advisory & Support Service (EWASS) – to ensure the safety of child(ren) by promoting regular attendance in schools.
- Diocese of Brentwood – to meet statutory duties in relation to the CES census.
- Essex County Council – to deliver services and provide support.
- Prospects Services – on behalf of London Borough of Redbridge to undertake data collections to meet DfE statutory requirements.
- ALPS, FFT and 4Matrix – to allow schools to analyse pupil data and related analyses.
- Microsoft – to provide products, services and support, and to improve and develop products.

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

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

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Youth support services

Once your child reaches the age of 13, we are legally required to pass on certain information about them to the London Borough of Redbridge, as it has legal responsibilities regarding the education or training of 13–19-year-olds.

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

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 London Borough of Redbridge.

Transferring data internationally

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

Your rights

Parents and pupils' rights regarding personal data

You have a right to make a **'subject access request'** to gain access to personal information that we hold about your child.

If you make a subject access request, and if we do hold information about you or your child, we will (subject to any exemptions that apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, 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

You may also have the right for your child's personal information to be transmitted electronically to another organisation in certain circumstances.

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

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make a subject access request on their behalf.

Parents, or those with parental responsibility, also have the right to access their child's educational record (which includes most information about a pupil). This right applies as long as the pupil is aged under 18.

There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual, or if it would mean releasing exam marks before they are officially announced.

To make a request, please contact the Data Protection Lead.

Other rights

Under UK data protection law, you have certain rights regarding how your child's personal data is used and kept safe, including the right to:

- Object to our use of your child's personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to and challenge the use of your child's personal data for 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
- Withdraw your consent, where you have previously provided it for the collection, processing and transfer of your child's personal data for a specific purpose
- In certain circumstance, be notified of a data breach
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to 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:

- The London Borough of Redbridge at; 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

Last updated

We may need to update this privacy notice from time to time. This version was updated in June 2023.