

Student Privacy Notice

1. WHAT IS THE PURPOSE OF THIS DOCUMENT?

Treloar Trust is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after you leave Treloar's, in accordance with the General Data Protection Regulation (GDPR).

It applies to all students, however funded, in School and College.

Treloar Trust is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to current and former students. This notice does not form part of any contract and we may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Our Data Protection Officer and data protection representatives can be contacted directly here:

- dpo@treloar.org.uk
- 01420 547400 x 3423

2. DATA PROTECTION PRINCIPLES

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

3. THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are “special categories” of more sensitive personal data which require a higher level of protection.

We will collect, store, and use the following categories of personal information about you:

- Personal information (such as name, date of birth, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Next of kin and emergency contact information.
- Other contact information (such as social workers, external healthcare professionals)
- Attendance information, including number of absences and absence reasons
- Educational assessment information and progress against targets set.
- Healthcare assessment information and progress against targets set.
- Relevant medical information, including disability, medication and medical notes
- Therapeutic information and notes which may include occupational therapy, physiotherapy, speech and language therapy, dietetics, visual impairment and counselling.
- Special educational needs information
- Behavioural information, including exclusions and behaviour support plans
- Care Plan including support and personal care requirements
- Photographs and videos for educational or care purposes
- Funding and payment information (where you are the customer)
- COVID-19 test specific information i.e. unique code assigned to each individual test, test result

4. WHY WE COLLECT AND USE THIS INFORMATION

We use the pupil data:

- To support pupil learning
- To keep pupils safe
- To monitor and report on pupil progress
- To provide appropriate care, medical and therapeutic support
- To assess the quality of our services
- To comply with the law regarding data sharing
- To enable COVID-19 testing to be completed at Treloar's

The information you supply is also used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record, as part of the functions of the DfE. For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

5. THE LAWFUL BASIS ON WHICH WE USE THIS INFORMATION

We collect and use pupil information under the requirements of the Education Act 1996 (school) and the Education and Skills Act 2008 (college) and to satisfy the requirements placed upon us by your Local Authority as a condition of your place with us.

More information can be found here:

School - <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

College - <https://www.gov.uk/government/publications/esfa-privacy-notice>

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

7. STORING PUPIL DATA

We hold pupil data for 7 years after leaving, or until 25th birthday, whichever is the greater. For pupils with looked after child status data is held until 75th birthday or 15 years after the date of death, whichever is sooner.

COVID-19 testing

We will maintain a test kit log which will record against your name details of the testing kit which has been provided to you, or that we have used on-site. We will retain this information for a period of 12 months from the date of the last entries made.

8. WHO WE SHARE PUPIL INFORMATION WITH

We routinely share pupil information with:

- Schools/colleges that the pupil attends after leaving us
- your local authority
- the Department for Education (DfE)
- Health and therapy professionals involved in your care (HCPC or NHS registered)

COVID-19 testing

The personal data associated with test results will be shared with:

- DHSC, NHS, and PHE to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistical information about Coronavirus. The NHS may

share the information you provide with your GP to maintain your medical records and to offer support and guidance as necessary.

- Local Government to undertake local public health duties and to record and analyse local spreads

9. HOW WE SHARE PUPIL INFORMATION

We may share personal and sensitive personal information with pre-identified and verified parents/guardians via email. This communication will be unencrypted but kept to a minimum. Student data that is shared with any other professional body or organisation will be sent via a secure portal or an encrypted email.

10. 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 our funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the relevant local authority and the Department for Education under The Education (Information About Individual Pupils) (England) Regulations 2013.

11. 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, please contact us by email – school.office@treloar.org.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, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

12. CONTACT

If you would like to discuss anything in this privacy notice, please contact Emma Simmonds, Admissions and Contracts Manager – emma.simmonds@treloar.org.uk