Privacy Notices

(Data Protection Act 2018 & UK-GDPR Compliance)

Adopted by Governing Body: 2026/27

Due for review: 2029/30

Privacy Notice for Pupils

1. Trinity CE Primary School is registered under the Data Protection Act 1998 (Data Protection Act 2018). This means that the purposes for which the school collects and processes personal data is notified to and registered with the Information Commissioner's Office (ICO), under the Registration Number ZA106977
2. The General Data Protection Regulation (GDPR), which came into effect on 25 May 2018, strengthens the rights that individuals have over the personal data processed by organisations.
3. The school (also referred to below as 'we') will collect the following information from you, which we need in order to carry out our functions. The legal grounds for processing the information are outlined under each section and where your consent is required we give you the opportunity to opt in.

Privacy Notice (How we use pupil information)

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

- Personal information (such as name, unique pupil number and address, etc.)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility, etc.)
- Attendance information (such as sessions attended, number of absences and absence reasons, etc.)
- Assessment information from tests and judgements of teachers
- Behaviour records and details of children who may be suspended or permanently excluded from school
- Information about children's medical needs and details of occasions when first aid has been provided
- Information about children who are learning English
- Information about children with Special Educational Needs and those who need extra help
- Information about children who may join our school.

Why we collect and use this information

We use the pupil data to:

- support pupil learning
- monitor and report on pupil progress
- provide appropriate care
- assess the quality of our services
- comply with the law regarding data sharing.

The lawful basis on which we use this information

We collect and use pupil information under Article 6, and Article 9 where data processed is special category data, from the GDPR - from 25 May 2018 e.g. data collection purposes (Departmental Censuses) are the Education Act 1996 – this information can be found in the census guide documents on the following website. **https://www.gov.uk/education/data-collection-and-censuses-for-schools]**

Privacy Notice for the School Workforce

1. Trinity CE Primary School is registered under the Data Protection Act 1998 (Data Protection Act 2018). This means that the purposes for which the school collects and processes personal data is notified to and registered with the Information Commissioner's Office (ICO), under the Registration Number ZA106977
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3. The school (also referred to below as 'we') will collect the following information from you, which we need in order to carry out our functions. The legal grounds for processing the information are outlined under each section and where your consent is required we give you the opportunity to opt in.

Privacy Notice (How we use school workforce information)

The categories of school workforce information that we collect, process, hold and share include:

- Personal information (such as name, employee or teacher number, national insurance number, etc.)
- Special categories of data including characteristics information (such as gender, age, ethnic group, etc.)
- Contract information (such as start dates, hours worked, post, roles and salary information, etc.)
- Work absence information (such as number of absences and reasons, etc.)
- Qualifications (and, where relevant, subjects taught, etc.)
- Relevant medical information
- Details required through Keeping Children Safe in Education 2016 (including DBS details, qualifications)
- Details required through the Right to Work
- Medical information

Why we collect and use this information

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- ensure compliance with the requirements of Keeping Children Safe in Education.

The lawful basis on which we process this information

We process this information under We collect and use pupil information under Article 6, and Article 9 where data processed is special category data, from the GDPR - from 25 May 2018 e.g. data collection purposes (Departmental Censuses) are the Education Act 1996 – this information can be found in the census guide documents on the following website.
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Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school workforce data for the duration of employment and retained for as long as necessary under the Local Authority Retention Policy and list.

Who we share this information with

We routinely share this information with:

- our Local Authority
- the Department for Education (DfE)
- the Office for Standards in Education (Ofsted)

Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Ofsted

We share personal data with the Office for Standards in Education (Ofsted) on a statutory basis. This data sharing is used as part of the inspection process to ensure that the school meets its responsibilities in respect of Keeping Children Safe in Education.

We are required to share information about our school employees with Ofsted under section 5 of the Education Act (2005)

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all

special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance.

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal 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 data requested; and
- the arrangements in place to securely store and handle the data.

To be granted access to school workforce information, organisations must comply with its 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 department's data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

To contact the department: https://www.gov.uk/contact-dfe

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Administrator or Data Protection Officer (Contact details are contained in our Data Protection Policy).

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 ask 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/

Further information

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer (Contact details can be found in our Data Protection Policy).

Privacy Notice for School Governors

Information for Governors and co-opted committee members of Trinity CofE Primary School

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2. The General Data Protection Regulation (GDPR), which came into effect on 25 May 2018, strengthens the rights that individuals have over the personal data processed by organisations.
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All Governors and co-opted committee members of Trinity CofE Primary School

- Personal contact details - your home address, personal email address, home and mobile phone numbers and workplace alternatives where provided by you. This is so that we can contact you regarding meetings and other relevant events. This information will be held securely, shared only with staff who need to use the data for their duties and will not be made public. Other Governors and co-opted committee members will be able to see your email address if group emails are sent that expose your address; and they may use this for the purpose of contacting other governors and co-opted committee members solely to progress the business of the school.
- The legal grounds for the school processing contact information for governors is that the school is under a legal obligation to maintain a Governing Body as it senior decision-making body.
- The school maintains governor contact information for up to 24 months after a person has ceased to be a governor so the school may complete year-end processes for any financial years in which a Governor was appointed and should any legal queries arise. In addition personal contact data provided to the school for the Register of Interests are retained for six complete financial years after the year in which a person has ceased to be a governor, to cover the normal period for any legal claims arising.

Disclosure and Barring Scheme (DBS)

- Your name, address and date of birth. We will share this information with the Government's Disclosure and Barring Service (DBS) so that they can check whether you have any previous convictions, which would make you unsuitable for working with children and young people. The school will retain information resulting from these checks to confirm that they have been completed.
- The legal grounds for the school processing this personal data is that the school has a statutory duty to safeguard and promote the welfare of its learners.

- The school retains data on its central register that the process was completed and the outcome for up to six years after a person has left the school. Should any a governor or co-opted committee member be directly involved in a safeguarding matter related to an individual learner then this may result in personal data being entered on that learner's safeguarding file. Under current legislation, safeguarding information about individual children is retained for up to 70 years after the learner has left the school, i.e. to cover or exceed the data subject's full life span.

Register of Interests

- We collect this information so that we can identify possible conflicts of interest, i.e. situations where your interests may (or may appear to) influence your decision making.
- The school is required to make this information available to the public on request and to publish this information on the school website in line with the School Website Reporting Regulations.
- The school retains governor register of interests information for six complete financial years after the year in which a person has ceased to be a governor to cover the normal period for any legal claims arising. This information also includes your contact details at the time when each declaration was made or updated.

Photos/Videos

- Images of you (photos or videos) may be used to promote the role and identity of Governors inside the school and externally in publicity material, such as adverts, information leaflets, newsletters, press releases or on the internet (websites), to raise awareness of the services provided by the school. These images will be stored in a database and may be used for publication (as described above) and will be viewed by the public.
- The school relies on your permission for processing your personal image. That consent must be freely given and can be withdrawn at any time by contacting the Headteacher. Where you withdraw your consent or your appointment terminates, the school will make reasonable efforts to cease processing your image. Should you give consent, you should be aware that the school may continue to retain your images in printed media for up to 12 months after your appointment has termination or you have withdrawn your consent. This is because prospectuses and paper-based media are updated on an annual basis.

Equal Opportunities Monitoring

- Trinity CofE Primary School is committed to promoting equality of opportunity, eliminating unlawful discrimination and encouraging good relations between different groups. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce/Governing Body. In order to monitor diversity effectively, it is necessary to collect personal information across all nine of the protected characteristics under the Equality Act 2010: age, sex, marital status, colour, nationality, ethnic origins, religion, sexual orientation or disability. The organisation needs your help and co-operation to do this.

- The school processes equality monitoring data confidentially and securely. The administrator will collate the information into anonymised reports and then securely destroy individual returns. Anonymised data may be included in equality information published by the school and used to assess the effectiveness of the school's Equality and Diversity Policy; assist with governor succession planning and for monitoring the achievement of the school's equality objectives.

Further information

If you require further information, please contact: Jack Pittaway, Headteacher

head@trinity.shropshire.sch.uk