

The Thomas Adams School

Privacy Notice

Data Protection Act 2018

To all parents, guardians and pupils. This Privacy Notice provides details of the personal data we collect from you, what we do with it, how you might access it and who it might be shared with.

The categories of pupil information that we process include:

- Personal information (name, unique pupil number and address).
- Characteristics (such as ethnicity, language, free school eligibility and mode of travel).
- National curriculum assessment results.
- Attendance information (such as sessions attended, number of absences and absence reasons).
- Exclusion / behavioural information.
- Special educational needs.
- Any relevant medical information.
- Any accident/incident data regarding pupils.
- For pupils enrolling for post 14 qualifications, the learner records service will give us unique learner number (ULN) and may also give details about learning and qualifications.

How we use pupil information

We process personal information relating to our pupils and may receive information about them from their previous school, Local Authority, the Department for Education (DfE) and other professional agencies.

We hold this personal data to:

- Provide an education, support our pupils' learning and monitor and report on their progress.
- Ensure the safeguarding of pupils and provide appropriate pastoral care.
- Ensure the medical health, health and safety and wellbeing of our pupils.
- Provide for any special educational needs for our pupils.

Our lawful basis for processing information is:

- **Legal obligation** - processing is necessary to comply with the following laws:
 - The Education Act 1996
 - The Education (Information About Individual Pupils) (England) Regulations 2013
- **Public task** - processing is necessary to perform a task in the public interest
- **Vital Interests** - processing is necessary to protect someone's life

Sharing personal data

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. Organisations that we are most likely to share personal data with are:

- Shropshire Council (Admissions, Exclusions, Attendance, Special Educational Needs, Free School Meals)
- The Department for Education (DfE) (This statutory data sharing underpins school funding and educational attainment policy and monitoring)
- Ofsted
- Education and Skills Funding Agency
- Examination Boards, such as AQA, OCR, Pearson Education Ltd and WJEC CBAC Ltd.
- The National Pupil Database (managed by the DfE).
<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>
- The Department of Health; local trusts include:
 - Shropshire Community Health NHS Trust
 - South Staffordshire and Shropshire Healthcare NHS foundation trust;
 - Shrewsbury and Telford Hospital NHS Trust
- Other health professionals/external safeguarding agencies
- ICT service provider
- Providers of services within or behalf of the school (e.g. Aspens Services, activity centres, school photographer)
- Your child's next educational setting (e.g. college or university)
- Health & Safety Executive (HSE)

If you would like more information about how Shropshire Council or the DfE collect and use your information, please visit:

Shropshire Council: <https://www.shropshire.gov.uk/access-to-information/>

DfE: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

Protecting your personal data

To ensure your son or daughter's information is kept safe we have the following controls in place to process data that comply with the General Data Protection Regulation (GDPR):

- The information will not be used for any purpose other than those stated in this notice.
- The information will be held within secure systems/locations, with appropriate levels of security.
- The information will only be shared for lawful purposes and with an appropriate level of security.
- The information will not be held for longer than is necessary, after which it will be securely destroyed, in line with our Retention Schedule for Pupil Records (please refer to the Data Protection Policy on our website <https://thomasadams.net/policies-documents/>).
- We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.

Your rights regarding pupil data

Under GDPR parents/carers have the right to request access to information about them or their child that the school holds. This is called a Subject Access Request. Please put your request in writing to the school or email dpo@thomasadams.net. A template form is available at <https://thomasadams.net/policies-documents>.

Please contact school reception if you wish to:

- Amend or correct any records we hold about your son or daughter.
- Object to processing of personal data about your son or daughter that is likely to cause distress, or is causing damage and distress.
- In certain circumstances, restrict or erase any personal data we hold about your son or daughter.
- Have any information we hold about your son or daughter transferred to a third party.

Concerns regarding school processing of data

If you have a concern about the way the school is collecting or using your child's personal data, please raise this with the school by contacting our Data Protection Manager at dpo@thomasadams.net.

If you are dissatisfied with our response to your concerns you can, of course, contact:

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

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