Privacy Notice for Parents and Carers

Under 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.
We, TAMAT, are the 'data controller' for the purposes of data protection law.
Our Data Protection Officer for the Trust is Mrs Patton. The Data Protection Lead for each school can be contacted by emailing the school.

The Personal Data We Hold
Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

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

Why We use This Data
We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- 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. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

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

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn by writing to the Data Protection Officer for TAMAT.

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 most of the information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional.

How we Store this Data
We keep personal information about pupils 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. Our retention schedule sets out how long we keep information about pupils and is detailed in our Data Destruction Policy.

Data Sharing
We do not share information about pupils 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 data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our statutory obligations as state funded schools
- The pupils' family and representatives – to enable us to make usual or emergency contacts
- Educators and examining bodies – to meet our statutory obligations as state funded schools
- Our regulator (Ofsted) – to meet our statutory obligations as state funded schools
- Suppliers and service providers - to enable them to provide the service we have contracted them for such as catering
- Health and social welfare organisations – to meet our statutory obligations as state funded schools
- Professional advisers and consultant – to enable us to quality assure the effectiveness of education provided for our pupils
- Police forces, courts, tribunals – under legal obligations

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 and end of key stage assessment reporting.
Some of this information is then stored in the National Pupil Database, which is owned and managed by the Department for Education 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 data.
You can also contact the Department for Education with any further questions about the NPD.

Transferring Data Internationally
We will comply with DUAA's updated rules on international data transfers, ensuring adequacy decisions or appropriate safeguards are in place before transferring data outside the UK.

Subject Access Request (SAR)
Individuals have a right to make a '**Subject Access Request'** (SAR) to gain access to personal information that the school holds about them. We will respond to the SAR within the statutory timeframe set by the DUAA, which is currently one month. Exemptions will only be applied where legally justified and we will maintain transparent records of all the SAR handling. Please refer to our SAR Policy for more information.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you made a Subject Access Request, and if we do hold information about you or your child we will:

- 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 and if so, the opportunity to review and challenge the data if required.
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact our Data Protection Officer on dpo@tamat.org.uk

Other rights
Under Data Protection Law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to 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
- Claim compensation for damages caused by a breach of the Data Protection Regulations

To exercise any of these rights, please contact our Data Protection Officer on dpo@tamat.org.uk

Complaints
We take any complaints about our collection and use of personal information very seriously. We will respond to complaints in line with DUAA requirements, providing clear escalation process routes and cooperating fully with the Information Commissioner's Office (ICO).

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 it with us in the first instance.
To make a complaint please contact our Data Protection Officer .
Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online 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

You may also seek independent legal advice in respect of pursuing judicial remedy or independently pursue judicial remedy without legal advice or representation.

Contact us
If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Mrs Patton on dpo@tamat.org.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in our schools.