

# TRAFALGAR SCHOOLS' FEDERATION



## Privacy Notices

Reviewed by Resources Committee Summer 2018  
Next Review: Spring 2019

### For School staff and Governors information

| <b>Date of change</b> | <b>Summary of significant changes and the reasons</b>                                  |
|-----------------------|--|
| Spring 2018           | Privacy Notices rewritten to meet GDPR requirements which come into force in May 2018. |
|                       |  |

# TRAFALGAR SCHOOLS' FEDERATION



## **Privacy Notice for Parents/Carers**

Under data protection law, individuals have a right to be informed about how the Trafalgar Schools' Federation 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,

**Trafalgar Infant School, Gothic Road, Twickenham, TW2 5EH, and  
Trafalgar Junior School, Elmsleigh Road, Twickenham, TW2 5EG**

are separately for each school within the Trafalgar Schools' Federation the 'data controller' for the purposes of data protection law.

For both schools, our Data Protection Officer is Mrs Barbara Taylor (see 'Contact us' below).

## **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
- CCTV images captured in school

We may also hold data about pupils that we have received from other federations, 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
- Carry out research
- 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

# TRAFALGAR SCHOOLS' FEDERATION



- 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.

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 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. If it is mandatory, we will explain the possible consequences of not complying.

## **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. We follow the guidance contained in [Information and Records Management Society's toolkit for schools](#).

## **Data sharing**

We do not share information about pupils or their families outside of the federation or 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 duty to share certain information such as pupil census data
- The pupil's family and representatives – to meet our statutory duty to share certain information, such as reports on progress
- Educators and examining bodies - to meet our statutory duty to share certain information relating to adjustments to statutory tests
- Our regulator Ofsted - to meet our statutory duty to share certain information as is relevant to an inspection
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Health and social welfare federations - to share certain information essential for us to carry out our official function to perform a task in the public interest or to ensure the vital interests of the individual, such as child welfare matters or medical emergencies
- Educational Professional advisers and consultants - to meet our statutory duty to provide certain information such as SEND or social welfare matters
- Police forces, courts, tribunals - to meet our statutory duty to provide certain information such as matters relating to child protection

# TRAFALGAR SCHOOLS' FEDERATION



## 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 early years 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 federations which promote children's education or wellbeing in England. Such federations 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.

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

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 make 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 to the data, and any consequences of this
- 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 federation in certain circumstances.

# TRAFALGAR SCHOOLS' FEDERATION



If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Mrs Lynne Thompson, Executive Headteacher.

## 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.

## 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.

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

## 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**:

### For Trafalgar Infant School

Mrs Barbara Taylor  
Phone: 020 8894 5729  
Email: [info@trafalgar-inf.richmond.sch.uk](mailto:info@trafalgar-inf.richmond.sch.uk)

### For Trafalgar Junior School

Mrs Barbara Taylor  
Phone: 020 8894 1606  
Email: [info@trafalgar-jun.richmond.sch.uk](mailto:info@trafalgar-jun.richmond.sch.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 this federation.*