



GDPR privacy notice for students and their families

Schools are required to inform students and their families about how their personal data may be collected and used.

The Sigma Trust is the data controller of the personal information you provide to us. This means the Trust determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed. The Data Protection Officer acts as a representative for The Sigma Trust with regard to its data controller responsibilities and they can be contacted on dpo@sigmatrust.org.uk

Why do we collect and use your information?

The Thomas Lord Audley School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulation (GDPR) and UK law, including those in relation to the following:

- Article 6 & 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information about Individual Students) (England) Regulations 2013

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To support their learning
- To monitor and report on progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

Which data is collected?

The categories of student information that the school collects, holds and shares include the following:

- Personal information – e.g. names, student numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment and examination information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Post 16 – Intended Destination & Destination Info

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used. Where the school outsources data to a third party processor, the same data protection standards that The Thomas Lord Audley School upholds are imposed on the processor.

How long is your data stored for?

Personal data relating to students at The Thomas Lord Audley School and their families is stored in line with the Trust's GDPR Data Protection Policy. In accordance with the GDPR, data is only stored for as long as is necessary to complete the task for which it was originally collected.

The school is required to share students' data with the DfE on a statutory basis, this includes the following:

- Personal information – e.g. names and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Assessment and examination information e.g. national curriculum assessment results
- Attendance information – e.g. number of absences and absence reasons

Information relating to SEND

- Behavioural information – e.g. number of temporary exclusions

The National Pupil Database (NPD) is managed by the DfE and contains information about students in schools in England. We are required by law to provide information to the DfE as part of statutory data collections some of this information is then stored in the NPD. The DfE may share information about our students from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained. We will not share your personal information with any third parties without your consent, unless the law allows us to do so.

The school routinely shares students' information: ***Please see Annex A***

The information that we share with these parties includes the following but not all information indicated is shared with all third party groups:

- Personal information – e.g. names and addresses
- Characteristics – e.g. ethnicity, language, Service families and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment and examination information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Post 16 – Intended Destination & Destination Info

Once our students reach the age of 13, we are required by law to pass on certain information to our LA youth support services, who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data of students who are aged 16 and over with education, training and career service providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all students and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth are passed to the LA youth support services, by informing enquiries@tla.school. Once students reach 13 years of age, this right is transferred to them, rather than their parents.

You have the right to:

- Be informed about how The Thomas Lord Audley School uses your personal data.
- Request access to the personal data that The Thomas Lord Audley School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. If you have a concern about the way we are collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). If you would like to find out more information about how we collect, use and store your personal data, please visit our website <http://www.tla.essex.sch.uk>.

This Privacy Notice is effective as of 2 November 2020 and will remain in effect until changed. Any modifications to this Privacy Notice at any time shall be effective immediately upon posting of the modified Privacy Notice on the Trust/School's Website.



The Thomas Lord Audley School



Annex A

Please note that not all data collected is shared with all the suppliers listed below. We only share the minimum of data required for a specific purpose.

| Supplier | Reason for sharing |
|--|--|
| Admissions (Planning and Admissions, Essex County Council) | Admissions |
| AQA, Pearson, WJEC, OCR, Gateway & Asdan exam boards | Curriculum Delivery |
| Attendance Solutions | Pastoral Care |
| Capita SIMS | Curriculum Delivery & Personal Information |
| Coach Companies | School Trips |
| Department for Education | Curriculum Delivery & Personal Information |
| Eclipse (Library software) | Curriculum Delivery |
| Essex County Council (school leaver destinations) | Pastoral Care |
| Essex County Council employment and Skills board | Curriculum Delivery |
| Essex Outdoors - (Mersea Camp) | Curriculum Delivery |
| Evolve Essex County Council | School Trips |
| Go 4 Schools | Value Added and Contextual Analysis |
| Google | Curriculum Delivery |
| Kerboodle | Curriculum Delivery |
| Kudos | Career Planning & Advice |
| Looked After Call | Pastoral Care |
| Make a Noise | Curriculum Delivery |
| Make Happen | Pastoral Care |
| Maths Watch | Curriculum Delivery |
| MECE (Admissions and Deletion from the School Register) | Admissions & Leavers |
| Microsoft 365 | Curriculum Delivery |
| Missing in Education | Leavers |
| MLS reading cloud | Curriculum Delivery |
| NCOP (National Collaborative Outreach Programme) | Career Planning & Advice |
| NHS Partnership Trust | Health Care |
| NST | School Trips |
| ParentPay | Cashless Payments |

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| Parents Evening System | Parent/Carer Communication |
| Pearson (Active Learn) | Curriculum Delivery |
| Police | Pastoral Care |
| Post-16 Providers | School Transfer |
| Provide - NHS | Health Care |
| Provision Map | Curriculum Delivery |
| Rally Sport | Work Experience |
| Reading Cloud | Curriculum Delivery |
| Schoolcomms | Communication |
| Schools which students move to | Curriculum Delivery & Pastoral Care |
| School Nurse | Pastoral Care |
| School Photographer (Bentleys) | Pastoral Care |
| Schools within The Sigma Trust | Curriculum Delivery |
| Scratch (MIT) | Curriculum Delivery |
| Social Media - Facebook, Twitter | Curriculum Delivery & Pastoral Care |
| Social Workers | Pastoral Care |
| Teach-ICT | Curriculum Delivery |
| This Is Language | Curriculum Delivery |
| UK Maths Challenge | Curriculum Delivery |
| Vericool | Pastoral Care |
| Virtual Schools | Curriculum Delivery |
| Welfare Call | Pastoral Care |
| Wellies On | Work Experience |