



Transforming Lives
EDUCATIONAL TRUST

Data Protection Privacy Notice

November 2023

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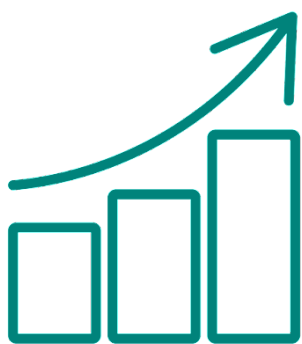
1 – The TLET Way

Transforming Lives Educational Trust (TLET) is a family of academies. Every TLET policy is rooted in and reflects our ambitions for pupils, students and wider stakeholders alike.

OUR AMBITIONS -

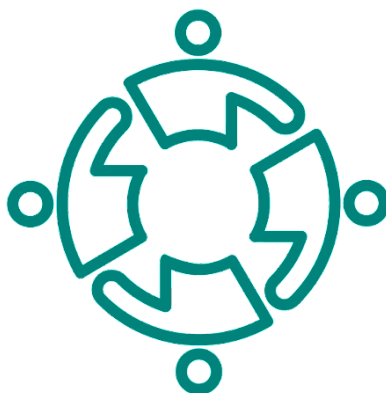
As a Trust family, our shared ambitions drive everything we do, we call this ‘The TLET Way’.

Through the transformative values of courage, kindness and loyalty, together we:



NURTURE POTENTIAL

We flourish in the places we create together.



INSPIRE COMMUNITY

We champion each other to make a difference.



DELIVER EXCELLENCE

We strive to achieve our best.



2 – Privacy notice for parents and carers

Under data protection law, individuals have a right to be informed about how Transforming Lives Educational Trust and its academies use 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/students**.

We, Transforming Lives Educational Trust, are the 'data controller' for the purposes of data protection law. Our Trust Data Protection Officer is the Director of Operations, with each academy having their own Data Protection Lead.

The personal data we hold

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil/student 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/students that we have received from other organisations, including other schools/academies, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil/student learning
- Monitor and report on pupil/student progress
- Provide appropriate pastoral care
- Protect pupil/student 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'/students' 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

We may also process pupils'/students' personal data in situations where:

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

Where we have obtained consent to use pupils'/students' 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'/students' 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/students 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/students while they are attending one of our academies. We may also keep it beyond their attendance at one of our academies if this is necessary in order to comply with our legal obligations.

The academy which the pupil attended until statutory school leaving age is responsible for retaining the pupil record until the pupil reaches the age of 25 years.

Data sharing

We do not share information about pupils/students 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/students with, but not limited to, the following:

Third Parties	Reason for Processing	Legal Basis	Type of Information
Warwickshire County Council / Warwickshire Educational Services	Such as safeguarding concerns, exclusions, third party service provision	Public task	Name, age, date of birth, gender, unique pupil number, address
Essex Educational Services and Evolve	To manage, process and record school visit and trip data	Consent	Name
Central and local government	Such as safeguarding concerns, exclusions, third party service provision	Public task	Name, age, date of birth, gender, unique pupil number, address
The Department for Education	Census data	Public task	Name, age, date of birth, gender, unique pupil number
Education and Skills Funding Agency	Funding	Public task	Name, age, date of birth, gender, unique pupil number, FSM
The pupil's family and representatives	Sharing progress and data, pastoral care, securing engagement, trips/visits, complaints, referrals to third party services, seek consent	Consent	Name, age, date of birth, gender, address, medical information
Pupil referral services to support learning and pastoral care	Third party service providers such as Reach/CAMHS/MARF	Public task	Name, age, date of birth, gender, unique pupil number, address, medical information
Pupil records services	Third party service providers such as The Learning Records Service	Public task	Name, unique pupil number
Other educational providers such as our curriculum partner schools or services which	Third party service providers such as Warwickshire College	Public task	Name, age, date of birth, gender, unique pupil number, medical information

offer alternative educational provision			
Educators, examining bodies and associated data transfer systems for access arrangements and data transfers to awarding bodies	Third party service providers such as examination boards, testing organisation, awarding bodies, examination regulators and The School Performance Data Unit	Public task	Name, age, date of birth, gender, unique pupil number
Admissions	Third party service providers such as Clerks Associates who manage admission appeals	Public task	Name, age, date of birth, gender, address, medical information, photograph
Destinations data transfers	Third party service providers who monitor post-16 provision and performance	Public task	Name, age, date of birth, gender, qualification outcomes
Provision from contracted service providers	Third party service providers such as Sims, Edulink, Study Bugs and SISRA, GL Assessments	Public task	Name, age, date of birth, gender, home address, photograph; name of parent(s)/carer(s); ethnicity; unique pupil number, medical information, SEN and FSM/PP designations; assessment, behavior and attendance history
To enable provision from contracted service providers	Third party service providers such as Kerboodle; Hegarty Maths; MathsWatch; My Maths; Complete Maths; Times Table Rock Stars; GCSEPod; Wix; Viva; Educake; KUDOS, Eclipse Library Service; Prospect for careers advice and guidance	Public task	Name/ username; date of birth; name of school
Website and wireless services	Third party service providers for such as Google/Drive, Smoothwall and Meraki	Public task	Internet history
Financial organisations	Third party service providers such as BioStore (cashless system) and ParentPay	Public task	Biometric fingerprint, name, address, photograph
Our auditors	Third party service providers who audit the school's finances	Public task	Name
Health authorities	Third party service providers such as the NHS	Vital Interests	Name, address, age, date of birth, next of kin, medical information, SEN
Security organisations	Third party service providers for example for CCTV	Public task	Photograph, visual image

Health and social welfare organisations	Third party service providers to support the pastoral, medical and SEND care and provision	Public task or Vital Interests (if the individual is unable to give their consent)	Name, address, age, date of birth, next of kin, medical information
Professional advisers and consultants	Third party service providers such as behaviour, attendance and counselling services	Public task	Name, SEN and FSM information
Police forces, courts, tribunals	Third party legal or regulatory organisations	Public task	Name, address, age, date of birth, next of kin, medical information, SEN, FSM
Professional bodies	Third party professional organisations, for example in the case of a legal or professional dispute or complaint	Consent	Name
Tour operators for trips and visits	Third party service providers to enable trips and school visits to occur, for example PGL, Rayburn Tours, World Challenge	Consent	Name, address, passport, medical, date of birth

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.

Your rights

How to access personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. If you make a subject access request, and if we do hold information about you, 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
- 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 You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact your academy's Principal.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for 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 lead.

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 your academy's Principal. 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

Related Documents

TLET Data Protection Policy

TLET Data Protection Privacy Notice | November 2023