

Students Privacy Notice

This Privacy Notice has been written to inform applicants to be admitted to Tees Valley Collaborative Trust academies about what the academy does with your personal information. This Notice may be subject to change.

Who are we?

We, Tees Valley Collaborative Trust, are a Data Controller as defined by Article 4(7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed, in particular in relation to your application for admission to the academy. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01609 53 2526



***Please ensure you include the name of the academy in all correspondence with the**

What information do we collect?

The categories of information that we collect, hold and share include the following:

- Personal information of students and their family members (e.g. name, student number, DOB and address)
- Educational and assessment attainment (e.g. GCSE, post 16 courses and relevant results)
- Free school/college meal eligibility
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Safeguarding information (including but not limited to court orders and professional involvement)
- Photographs for ID cards and promotional materials
- School/college trips
- Extra curricular activities
- Before and after school/college clubs

We will also process certain 'special category' data about our students including:

- Relevant medical information - please be aware that where the student has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all relevant staff members. We may do this in the form of photo identification in the staff room to ensure that all staff members are aware of the issues should an emergency situation arise
- Special Educational Needs and Disabilities information (including the needs and ranking)
- Race, ethnicity and religion
- The school/college may also have information relating to you or your child's sexual orientation and/or sexual activity. This is not routine and only likely to be collected if there is a safeguarding risk.

Why do we collect your personal data?

We use the information we collect to identify and select candidates for admission to the academy.

The personal data that we collect in relation to applications for admission is processed in accordance with Article 6 and Article 9 of GDPR. Our legal basis for processing your personal data, in line with Articles 6(1)(e) and 9(2)(g), is to fulfil the public function conferred on the academy, ie to identify suitable candidate students and admit them to itself

Who do we obtain your information from?

Much of the information we process will be obtained directly from you. We will also process information received from:

- The applicants previous school or college
- Relevant Local Education Authority
- Any previous local education authority
- Department for Education

Who do we share your personal data with?

We routinely share personal data relating to admissions with:

- Local education authority
- any other data controller as applicable – such as destination Universities, Colleges, or Schools

How long do we keep your personal data for?

Personal data of unsuccessful candidates will be retained until all admission appeals have been exhausted plus six months. Personal data of successful candidates will be added to the pupil database and retained in accordance with the school's Records Management Policy (available on our websites)

What rights do you have over your data?

Under GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process their personal data. This notice fulfils this obligation
- to request access to their personal data that we hold, and be provided with a copy of it
- to request that their personal data is amended if inaccurate or incomplete
- to request that their personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of their personal data is restricted

- to object to their personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.org.uk // 0303 123 1113
