



Registered Address: Canford Heath Infant School, Learoyd Road, Poole, BH17 8PJ
Telephone: 01202 380015 Email: contact@teachpoole.com
Company Number: 09484306
@TEACH_Trust

Privacy/fair processing notice

Dear Parent,

We have a duty to inform you under the General Data Protection Regulation (May 2018) that the TEACH Trust collects and holds personal data about you and your child. This data is used by various members of staff (teachers, admin, support staff) to support teaching and learning, to respond to statutory requirements, to provide pastoral care and to assess how the school is performing. We also receive data about your child from other organisations including, but not limited to, other schools, local authorities and the Department for Education.

This data includes, but is not restricted to:

Data such as:

- Names and contact details
- Results of internal assessment and externally set tests
- Attendance Information
- Data on pupil characteristics, such as ethnic group or special educational needs
- Exclusion information
- Details of any medical conditions
- Child Protection/Safeguarding and welfare matters, inc. domestic abuse alerts and MARAC information.
- Where your child goes after they have left us.

We hold this data securely in paper copy, on our electronic systems, and in a cloud based secure area.

TEACH will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected. For more detail on our `Retention policy` please speak to the School Office.

Protecting data. The Trust take every precaution to keep data safe. This is through password protected electronic systems, encryption, lockable cabinets and drawers, and regular update training with staff. In addition, we will not share information about pupils with anyone external to the Trust, without consent, unless the law and our policies allow us to do so. We are required, by law, to pass certain information about pupils to specified external bodies, such as our local authority, other schools, and the Department for Education, so that they are able to meet their statutory obligations. Data transfer is always via a secure site.

Department for Education. Decisions on whether the DFE releases this personal data to third parties is subject to a robust approval process and is based on a detailed assessment of who is requesting the data, the purpose for which is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering confidentiality and handling of data, security arrangements and retention and use of the data.



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Safeguarding. The Trust receives information from the Police to alert the Designated Safeguarding Leads in each school when there has been an incident of domestic abuse in a household where a pupil lives. We are not informed of the detail of the incident, only that one has occurred. This allows us to monitor and support the pupil. If we have additional concerns we will discuss the need for further safeguarding actions with Social Care. This information would only be shared with other staff on a restricted need to know basis i.e. those who are immediately responsible for the pupil's welfare such as the class teacher. Where a Multi Agency Risk assessment Conference (MARAC) occurs the Trust may be asked for information and appropriate school related information may be shared with the Trust after the meeting.

Subject access requests

Under the Data Protection Act 2018, pupils/parents/legal carers have a right to request access to information the school holds about them. This is known as a Subject Access Request. Subject access requests must be submitted in writing, either by letter, email or fax. Requests should include:

- The pupil's name
- A correspondence address
- A contact number and email address
- Details about the information requested

The school will not reveal the following information in response to subject access requests:

Information that might cause serious harm to the physical or mental health of the pupil or another individual.

Information that would reveal that the child is at risk of abuse, where disclosure of that information would not be in the child's best interests.

Information contained in adoption and parental order records.

Certain information given to a court in proceedings concerning the child.

Subject access requests for all or part of the pupil's educational record will be provided within 15 school days. If a subject access request does not relate to the educational record, we will respond within 1 calendar month.

Parental requests to see the educational record

Parents have the right of access to see their child's educational record, free of charge, within 15 school days of a request.

Personal data about a child belongs to that child, and not the child's parents. This is the case even where a child is too young to understand the implications of subject access rights.

For a parent to make a subject access request, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

The Information Commissioner's Office, the organisation that upholds information rights, generally regards children aged 12 and above as mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents of pupils within our Trust will be granted without the express permission of the pupil.

Complaints.

If a complaint needs to be made re. this policy or any aspect of data protection then this should be made via the normal `complaints process`, details of which are available on each schools website or by speaking to the school office staff.



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