



TyneCoast  
Academy Trust

# Privacy notice for pupils

**Approved by:** Tyne Coast Academy Trust Board **Date:** 12 December 2019

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## 1. Introduction

You have a legal right to be informed about how our trust uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about pupils at our trust/academies, like you.

Our trust, Tyne Coast Academy Trust, St. Georges Avenue, South Shields, Tyne and Wear, NE34 6ET, is the 'data controller' for the purposes of data protection law.

Our data protection officer is Evalian Limited (see 'Contact us' below).

## 2. The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you when you are at school.

For the same reasons, we get information about you from some other places too – like other schools and academies, the local council and the government.

Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your contact details
- Your test results
- Your attendance records
- Details of any behaviour issues or exclusions

We may collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about your characteristics, like your ethnic background or any special educational needs
- Information about any medical conditions you have
- Photographs and CCTV images

## 3. Why we use this data

We use this data above to:

- a) Get in touch with you and your parents when we need to
- b) Check how you're doing in exams and work out whether you or your teachers need any extra help
- c) Track how well the school as a whole is performing
- d) Look after your wellbeing

### 3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.

You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

### 3.2 Use of your personal data in automated decision making and profiling

We don't currently put your personal information through any automated decision making or profiling process. This means we don't make decisions about you using only computers without any human involvement.



If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

#### 4. Our lawful bases for using this data

We will only collect and use your data when the law allows us to. Most often, we will use your data where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)
- There is a legitimate interest

Sometimes, we may also use your personal data where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows (some of the reasons for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data):

- For the purposes of a, b, c and d, in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school
- For the purposes of b, c and d, in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law.
- For the purposes of a, in accordance with the 'consent' basis – we will obtain consent from you to use your personal data
- For the purposes of d, in accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation
- For the purposes of c, in accordance with the 'legitimate interests' basis – where there's a minimal privacy impact and we have a compelling reason.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you would go about withdrawing consent if you wish to do so.

##### 4.1 Our bases for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent



- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

## 5. Collecting this data

While the majority of information we collect about you is compulsory, there is some information that can be provided voluntarily.

Whenever we want to collect information from you, we make it clear whether providing it is compulsory or optional. If it is compulsory, we will explain the possible consequences of not complying.

Most of the data we hold about you will come from you, but we may also hold about you from:

- Local councils
- Government departments or agencies
- Police forces, courts, tribunals

### 5.1 Covid-19 Test Result Data

The UK Government have placed a legal obligation on schools / academies to maintain records of the Covid test results of pupils. The purpose of collecting this data is to support the UK Government's 'Test and Trace' initiative. The database includes the results of all tests carried out within the school premises and the positive results of tests carried out by pupils at home.

The mass-testing data will be held locally in a password-protected register for a period not exceeding 14 days from the date of the test, accessible only to those staff members directly involved in the organisation of the mass testing. After this time, the data will be permanently deleted.

The categories of personal data held on the register for pupils will be limited to the date of the test, first and last name of the pupil, the year group, test barcode and test result. A second database containing the same data is maintained locally for the purposes of local contact tracing and reporting to school / academy governors. This database is maintained for the duration of the current term only, after which time it is permanently deleted.

## 6. How we store this data

We will only collect keep personal information about you while you're attending our academy. We may also keep it after your attendance at the academy if this is necessary. Our Records management and retention policy sets out how long we keep information about you.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

## 7. Who we share this data with

We don't share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it's legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Governments departments or agencies
- Our youth support services provider
- Our regulator



- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

## 7.1 National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

## 7.2 Transferring data internationally

We may share personal information about you with international third parties outside of the European Economic Area, where different data protection legislation applies.

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

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

A list of third parties is available on request.

## 8. Your rights

### 8.1 How to access personal information we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (unless there's a really good reason why we shouldn't):

- Give you a description of it
- Tell you why we are holding and using 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 (decisions made by a computer or machine, rather than by a person), and any consequences of this

- Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

## 8.2 Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

- Say that you don't want your personal information to be used
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation if the data protection rules are broken and this harms you in some way

To exercise any of these rights, please contact us (see 'Contact us' below).

## 9. Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

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.

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

## 10. Contact us

Our data protection officer is as follows:

- Evalian Limited, 0333 500 111, [data.protection@tynecoastacademytrust.co.uk](mailto:data.protection@tynecoastacademytrust.co.uk)

However, our **data protection representatives** have day to day responsibility for data protection issues in our academies. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact them at the relevant academy:

### Tyne Coast Academy Trust

Website - [www.tynecoastacademytrust.co.uk](http://www.tynecoastacademytrust.co.uk)

Telephone – 0191 4273500

Email – [data.protection@tynecoastacademytrust.co.uk](mailto:data.protection@tynecoastacademytrust.co.uk)

### Monkwearmouth Academy

Telephone – 0191 9172300



Email – [data.protection@mwacademy.co.uk](mailto:data.protection@mwacademy.co.uk)

### North East Futures UTC

Website – [www.nefutures.co.uk](http://www.nefutures.co.uk)

Telephone – 0191 9179888

Email – [data.protection@nefuturesutc.co.uk](mailto:data.protection@nefuturesutc.co.uk)

### Redby Primary Academy

Telephone – 0191 5484040

Email – [data.protection@redbyacademy.co.uk](mailto:data.protection@redbyacademy.co.uk)

### Ridgeway Primary Academy

Website – [www.ridgewayprimaryacademy.co.uk](http://www.ridgewayprimaryacademy.co.uk)

Telephone – 0191 4552865

Email – [data.protection@ridgeway.s-tyneside.sch.uk](mailto:data.protection@ridgeway.s-tyneside.sch.uk)

### Walker Riverside Academy

Website – [www.walker.academy.co.uk](http://www.walker.academy.co.uk)

Telephone – 0191 2958660

Email – [data.protection@walker.academy.co.uk](mailto:data.protection@walker.academy.co.uk)

## 11. Version control

Version Number	Purpose/Change	Author	Approval	Date
1.1	Notice first developed, in line with changes to Data Protection Law	C.Pinkney, Operations Manager	Tyne Coast Academy Trust Board	18/10/2018
1.2	Notice updated to reflect further ICO guidance and provide further clarification	C.Pinkney, Operations Manager	Tyne Coast Academy Trust Board	12/12/2019
1.3	Notice updated to include UK Government guidance on Covid testing	N. Scott DPO Evalian Limited	Tyne Coast Academy Trust Board	09/03/2021

