



Determination Respect Engagement Ambition Motivation Success
Trafford Alternative Education Provision

Privacy notice for parents and carers – use of your personal data

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1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses 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 **parents and carers of pupils at our school**.

We, Trafford Alternative Education Provision, Brentwood Avenue, Timperley, WA14 1SR, are the 'data controller' for the purposes of UK data protection law.

2. The personal data we hold

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

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)

- Bank details

- Details of your family circumstances

- Details of any safeguarding information including court orders or professional involvement

- Records of your correspondence and contact with us

- Details of any complaints you have made

- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

We may also 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 any health conditions you have that we need to be aware of

Photographs and CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools and local authorities.

3. Why we use this data

We collect and use the data listed above to:

- a) Report to you on your child's attainment and progress
- b) Keep you informed about the running of the school (such as emergency closures) and events
- c) Process payments for school services and clubs
- d) Provide appropriate pastoral care
- e) Protect pupil welfare
- f) Administer admissions waiting lists
- g) Assess the quality of our services
- h) Carry out research
- i) Comply with our legal and statutory obligations
- j) Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by selecting 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 do not currently process any parents' or carers' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

3.3 Use of your personal data for filtering and monitoring purposes

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations

Comply with our policies (e.g. child protection and safeguarding policy, IT acceptable use policy) and our legal obligations

Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

Protect your child's welfare

4. Our lawful basis for using this data

Trafford Alternative Education Provision (TAEP) processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We ensure all processing is lawful, fair, and transparent. The lawful bases we rely on reflect the nature of our work as a Pupil Referral Unit providing specialist education, safeguarding, and support.

4.1 Public Task (Article 6(1)(e))

This is the primary lawful basis for processing pupil, parent/carer, and staff data. TAEP processes personal data because it is necessary to perform our official functions as an education provider, including:

- Delivering statutory education
- Safeguarding pupils
- Monitoring attendance, behaviour, and progress
- Supporting pupils with SEND, SEMH needs, or medical needs
- Reporting to the Department for Education and Trafford Local Authority

4.2 Legal Obligation (Article 6(1)(c))

We process data when required by law, such as:

- Safeguarding and child protection duties
- Health and safety requirements
- Keeping statutory records (attendance, exclusions, SEN information)
- Responding to lawful requests from regulatory bodies

4.3 Vital Interests (Article 6(1)(d))

We may process personal data to protect someone's life, especially where pupils have significant health, wellbeing, or safeguarding needs.

4.4 Consent (Article 6(1)(a))

Where processing is optional and not covered by another lawful basis, we will request clear and informed consent.

Examples may include:

- Photographs and media use
- Optional enrichment activities
- Voluntary surveys or parental communications systems

Consent can be withdrawn at any time.

4.5 Contractual Necessity (Article 6(1)(b))

We process certain data relating to staff and suppliers where it is necessary to manage contracts (e.g., employment contracts, service agreements).

Special Category Data (Article 9 UK GDPR)

TAEP processes special category data—such as health information, safeguarding records, and SEND needs—under the following conditions:

- **Substantial Public Interest**, including safeguarding and statutory education duties
- **Vital Interests**, where an individual cannot give consent
- **Explicit Consent**, where appropriate for certain types of support

This supports our responsibilities as a specialist provision working with vulnerable pupils who may require personalised pathways and enhanced support.

5. Collecting this data

We will only collect and use your data when the law allows us to (as detailed above in section 4 of this notice). While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

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

- Local authorities
- Government departments or agencies
- Your children
- Police forces, courts or tribunals
- Other schools and trusts

6. How we store this data

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations or to meet our regulatory requirements. Our record keeping and retention policy sets out how long we keep information about parents and carers.

We have put in place appropriate security measures to prevent your personal information 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 have a legal requirement to retain it.

7. Who we share data with

Trafford Alternative Education Provision (TAEP) only shares personal data when it is lawful, necessary, and proportionate to do so. We never sell personal information. Data is shared in accordance with the UK GDPR, the Data Protection Act 2018, and education and safeguarding legislation.

We may share personal data with the following:

7.1 Trafford Local Authority (LA) and Commissioned Services

We work closely with **Trafford Local Authority** to deliver education, safeguarding, and statutory duties.

We may share data with services including:

- Trafford Children's Services (including Social Care, Early Help, MASH)
- Trafford Education Services (Inclusion, Attendance, SEND, CME)
- Trafford Virtual School
- Trafford Youth Offending Service (YOS)
- Trafford Safeguarding Partners
- Trafford Health and Wellbeing/SEND support teams

This enables statutory reporting, safeguarding oversight, placement decisions, and support for pupils with SEND or SEMH needs.

7.2 Government Departments and National Agencies

We are legally required to share certain information with:

- Department for Education (DfE)
- Ofsted
- Exam boards and awarding organisations
- Education and Skills Funding Agency (ESFA), where appropriate

This includes statutory returns such as census data and performance information.

7.3 Other Education Providers and Settings

We share information with:

- Previous or receiving schools
- Other alternative provision providers
- Work-based and vocational learning providers
- Exam centres

This ensures safe transitions and continuity of education.

7.4 Health, Safeguarding and Welfare Partners

Where relevant and lawful, we share information with:

- NHS services (school nursing, CAMHS, GPs, community health teams)
- Police, Community Safety teams
- Multi-agency safeguarding partners
- Therapeutic services commissioned to support pupils

This supports safeguarding, wellbeing, and necessary multi-agency interventions.

7.5 External Service Providers and Contractors

We use trusted third parties to support our operations. These providers act under strict contractual controls and may include:

- IT service and cloud platform providers
- Communication and parental engagement systems
- HR, payroll, legal and audit services
- External SEND specialists and mentoring/tutoring services

They can only process data on TAEP's instructions.

7.6 Employers and Training Providers

Where pupils engage in work experience, vocational study, or alternative curriculum pathways, we may share limited information (e.g. emergency contacts, relevant SEND or medical needs) to ensure safety and support.

7.7 Parents, Carers and Authorised Representatives

We share information with parents/carers where it is necessary and lawful, particularly in relation to safeguarding, attendance, and pupil progress.

7.8 Law Enforcement and Legal Requirements

We may share data if required by:

- Police
- Courts and tribunals
- Legal representatives
- Regulatory bodies

This is done only where necessary to comply with the law or to protect individuals.

8. Your rights

8.1 How to access personal information that 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 (subject to any exemptions that may apply):

Give you a description of it

Tell you why we are holding it, how we are 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 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 data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data where it is likely to cause, or is causing damage or distress

- Prevent your data being used to send direct marketing

- Object to and challenge 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 or blocked

- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing

- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose

- In certain circumstances, be notified of a data breach

- Make a complaint to the Information Commissioner's Office

- Claim compensation for damages caused by a breach of the data protection regulations

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task

- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests

- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

See information on types of lawful basis in section 4 of this privacy notice.

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

9. 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 concerns about our data processing, please raise this with us in the first instance. You can make a complaint to us at any time by contacting Linda Thompson, Executive Headteacher.

Alternatively, you can make a complaint at any time to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

DPO at Trafford Council.

However, our **data protection lead** has day-to-day responsibility for data protection issues in our school.

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact them:

Sarah Langstreth, School Business Manager