



Determination Respect Engagement Ambition Motivation Success
Trafford Alternative Education Provision

Privacy notice for pupils

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1. Introduction

You have a legal right to be informed about how our school 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 school**, like you.

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

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

For the same reasons, we get information about you from some other places too – such as other schools, 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, details about your learning and what you have achieved at school

- Your attendance records

- Details of any behaviour issues or exclusions

- Information about how you use school computers and other IT and communications systems

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 your characteristics, such as your ethnic background or any special educational needs (SEN)

- Information about any medical conditions you have

- Photographs and CCTV images

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 use the data listed above to:

- Get in touch with you and your parents or carers when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing and keep you safe
- Make sure our computers and other school systems and equipment are used appropriately, legally and safely
- Answer your questions and complaints

- g) Publish statistics, for example, about the number of pupils or learners in schools
- h) Meet legal requirements placed upon us

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 any other reason and that reason is incompatible 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 that 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 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 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 don't currently put pupils' personal data 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 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 school, we may monitor what material you access on our computers and other IT and communication systems. We do this so that we can:

- Comply with health and safety law and other laws

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

- Keep our network(s) and devices safe from people who aren't allowed to access them, and prevent harmful software from damaging our network(s)

- Protect your welfare

4. Our lawful basis for using this data

At Trafford Alternative Education Provision (TAEP), we need to use some information about you so we can keep you safe and help you learn. The law tells us when we are allowed to use this information. Here is what that means in simple terms:

4.1 We need it to do our job as a school

We are allowed to use your information because schools must teach you, look after you, and help you make progress.

This includes things like:

- Making sure you are safe
- Helping you with your learning

- Recording your attendance and behaviour
- Supporting any extra needs you may have

4.2 We sometimes must use information because the law says so

Some information has to be shared because it is a legal rule for all schools. This includes things like:

- Keeping records of who is in school
- Reporting safeguarding concerns
- Sending information to the government or the local authority

4.3 We may use information to keep you or someone else safe

If you or someone else is in danger, we may need to use or share information to protect you.

4.4 Sometimes we ask your permission

If we want to use your information for something that is optional (like using your photo on our website), we will ask you or your parent/carer for permission first. You can say no, and you can change your mind later.

4.5 We use extra-sensitive information very carefully

Some information is more private, like health information or things linked to your feelings or wellbeing.

We only use this when:

- We need to keep you safe
- We need it to support your learning or wellbeing
- You or your parent/carer say it is okay

5. Collecting this data

At TAEP, we collect information about you so we can teach you, keep you safe and support you in school.

Here is how we get that information:

5.1 You tell us some of it

You or your parent/carer might give us information when you join the school, or when something changes—like your address, medical needs or things that help you learn.

5.2 Your parent or carer tells us some of it

Your family may give us important details so we can contact them, understand your needs and make sure you get the right support.

5.3 Other schools or services may share information with us

When you move to TAEP, your old school or other organisations may send us information we need to help you settle in and keep you safe.

This might include things like:

- Your learning needs
- Your attendance
- Safeguarding information
- Support you have received before

5.4 You create some of the information while you are with us

During your time at TAEP, we collect information about things like:

- Your attendance
- Your behaviour
- Your progress in lessons
- Any support you need in school

5.5 We only collect what we need

We only ask for or keep information that helps us:

- Teach you
- Support your learning
- Keep you safe
- Understand how you are doing in school

If something is optional, we will tell you and your parent/carer so you can choose whether or not to share it.

6. How we store this data

We keep personal information about you while you're attending our school. We may also keep it after you stop attending 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 pupils.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, changed, or disclosed (given or told to someone else).

We'll dispose of your personal data securely when we no longer have a legal requirement to retain it.

7. Who we share data with

Sometimes we need to share some of your information with other people or organisations. We only do this when it is **safe, necessary, and allowed by law**.

We *never* sell your information.

Here is who we might share it with and why:

7.1 Trafford Local Authority (TAEP's Local Council)

We work closely with **Trafford Local Authority** to keep you safe, help with your learning, and make sure we follow the rules for schools.

This may include teams like:

- **Children's Services** (including Social Care, Early Help, MASH)
- **Education Services** (Attendance, Inclusion, SEND, CME)
- **Virtual School, Youth Offending Service, and Safeguarding Partners**

We share information with them so they can help us support you and keep you safe.

7.2 Government Departments

Sometimes the law says we must share certain information with organisations like:

- The **Department for Education (DfE)**
- **Ofsted**
- **Exam boards**

This is usually for things like school census data, exam entries, or checking how schools are doing.

7.3 Other Schools and Education Providers

If you move to a new school or come to TAEP from another school, we may share information so your new teachers know how to support you.

We also share information with alternative providers or exam centres if you study there.

7.4 Health and Safety Teams

To help keep you healthy and safe, we sometimes share information with:

- **NHS teams** (like CAMHS, GPs or school nurses)
- **Counsellors or therapists** who support your wellbeing
- **Police or safeguarding partners** if someone is at risk

This is only done when it is necessary to protect you or help you.

7.5 Trusted Companies That Help Our School

We use some outside companies to help run our school systems, like:

- Computers and IT support
- Parent communication systems
- HR or payroll services
- SEND or specialist support services

These companies can *only* use your information in the way we tell them. They must keep it safe.

7.6 Work Experience or Training Providers

If you go on work experience or do a course somewhere else, we might share things like emergency contact details or information about how to support you.

This keeps you safe while you are there.

7.7 Your Parents or Carers

We share important information with your parents or carers to help keep you safe and support your learning.

7.8 Police or Legal Organisations

If the law says we must, we may share information with:

- Police
- Courts
- Lawyers
- Other legal bodies

This only happens when absolutely necessary.

Once pupils in our school reach the age of 13, we are legally required to pass on certain information to the local authority or youth services provider, which has responsibilities regarding the education or training of 13 to 19 year olds under section 507B of the Education Act 1996. Parents/carers, or pupils if aged 16 or over, can request that only their name, address and date of birth be passed to these agencies by informing the data protection officer (DPO).

National Pupil Database (NPD)

We have to provide information about you to the Department for Education 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, such as organisations that 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 personal data.

You can also contact the Department for Education if you have any questions about the database.

7.9 Transferring data internationally

Sometimes, the computer systems we use to store your information might be kept in another country.

This does **not** happen often, and we try to keep your information inside the UK whenever we can.

If your information ever does need to go to another country, we make sure:

- The country has strong rules to keep your information safe
- Or we use special agreements that make the company protect your privacy
- Your information is always kept secure
- It is only used in the right way

We will *never* send your information to another country unless it is properly protected and safe.

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 (unless there's a really good reason why we shouldn't):

- Give you a description of it

- Tell you why we are holding it, how we are 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

- Object to the processing of personal data that is likely to cause, or is causing, damage or distress

- 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

- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason

- In some cases, be notified of a data breach

- Make a complaint to the Information Commissioner's Office (ICO) if you feel we have not used your information in the right way

- Claim compensation if the data protection rules are broken and this harms you in some way

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 the 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