

Trinity Christian School

Birbeck Street, Stalybridge, Cheshire SK15 1SH

Telephone: 0161 303 0674

Website: www.trinityschool.org.uk

E-mail: office@trinityschool.org.uk

GDPR Privacy Notice

Trinity Christian School is the Data Controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third party processor (e.g. the school that a child is transferring to); however, this will only be done with your consent, or unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Trinity Christian School upholds are imposed on the processor.

Michael Stewart is the Data Protection Officer. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

The data protection officer can be contacted at m.stewart@trinityteachers.co.uk

Why we collect and use your information?

Trinity Christian School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from other schools and outside agencies. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To maintain effective communication with families and users of school
- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with statutory requirements e.g. The keeping of accurate Admissions and Register Procedures
- To comply with the law regarding data sharing

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Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. internal/external assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information
- Photographs – these will be used to aid our records management and attendance procedures as well as on promotional material for our website and Facebook page.

Whilst the majority of the personal data you provide to the school is mandatory, some may be provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Trinity Christian School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE/Ofsted/ISI and other educational organisations on a statutory basis, this includes the following:

- EYFS Assessment Data
- School census data
- Pupil SEN & Attendance information
- Pupils starting or transferring to the school
- Pupils' leaving the school and their destination

Trinity Christian School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

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The school routinely shares pupils' information with:

- Admissions departments
- The Local Authority Education Services
- The NHS
- Other outside agencies that may be involved in the education/welfare of students

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how trinity Christian School uses your personal data.
- Request access to your own personal data that Trinity Christian School holds.
- Request that your personal data be amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Trinity and/or the DfE is collecting or using your personal data, you can raise a concern with the school's Data Protection Officer (Michael Stewart) or the ICO directly.

Michael Stewart, Headteacher: 0161 303 0674, Monday-Friday, 8.15-4pm

The ICO can be contacted on 0303 123 1113, Monday-Friday, 9am-5pm.
