

## Information About Pupils in Schools, Alternative Provision, Pupil Referral Units and Children in Early Years Settings

### Why do we collect and use pupil information?

Tandridge Learning Trust schools collect and hold personal information relating to our pupils & students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

We use the pupil/student data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)

### Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### Storing pupil data

We hold pupil data in centrally managed databases via Capita SIMS software MIS (Management Information System). Pupil data is protected with usernames and passwords, permission level access and secure encrypted access

### Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)

### Data Mapping

Please see our website regarding how we map your data to the lawful basis under which we process and store your data - <https://tandridgelearningtrust.co.uk/key-policies/>

### Aged 14+ qualifications

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications

## Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Youth support services

What is different about pupils aged 13+?

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent / guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

## Our pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

## The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupildatabase-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it 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 information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupildatabase-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

## Data Protection Officer (DPO)

Please find below details of the School's Data Protection Officer: -

Data Protection Officer: *Craig Stilwell*

Address: *Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE*

Email: *dataservices@judicium.com*

Telephone: *0203 326 9174*

## Requesting Access to Your Personal Data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact:

Requesting Your Personal Data	
School	Address Request to
<b>Bletchingley Village Primary School</b>	Address: Coneybury, Bletchingley, Surrey, RH1 4PP Telephone: 01883 743337 Fax: 01883 744622 Email: info@bletchingleytl.co.uk Website: www.bletchingleytl.co.uk
<b>Hamsey Green Primary School</b>	Address: Tithepit Shaw Lane, Warlingham, Surrey, CR6 9AN Telephone: 01883 622000 Fax: 01883 744622 Email: office@hamseytl.co.uk Website: www.hamseytl.co.uk
<b>Tatsfield Primary School</b>	Address: 3 Ship Hill, Tatsfield, Westerham, Kent, TN16 2AH Telephone: 01959 577356 Fax: 01959 576179 Email: school@tatsfieldtl.co.uk Website: www.tatsfieldtl.co.uk
<b>Woodlea Primary School</b>	Address: Long Hill, Woldingham, Surrey, CR3 7EP Telephone: 01883 652358 Fax: 01883 652898 Email: info@woodleatlt.co.uk Website: www.woodleatlt.co.uk
Secondary School	
<b>Warlingham School</b>	Address: Tithepit Shaw Lane, Warlingham, Surrey, CR6 9YB Telephone: 01883 624067 Fax: 01883 624026 Email: info@warlinghamtl.co.uk Website: www.warlinghamtl.co.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with Tandridge Learning Trust via [data.protection@tandridgelearningtrust.co.uk](mailto:data.protection@tandridgelearningtrust.co.uk) in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>