



Trinity Academy Halifax - Privacy Notice

Data Protection Act 1998: How we use student information

We, Trinity Academy Halifax, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school, the local authority, the Department for Education (DfE) and/or the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Assess how well your academy is doing.

This information includes your contact details, national curriculum assessment results, attendance information, any exclusion information, where you go after you leave us and personal characteristics, such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is a local authority support service for young people aged 13 to 19 in England. We must provide both your and your parent's/s' name(s) and address, and any further information relevant to Calderdale Children and Young People's services. However, if you are aged 16 or over, you (or your parent(s)) can ask that no information beyond your name, address and date of birth be passed to this service. This right transfers to you on your 16th birthday. Please inform the Principal's PA if you wish to opt-out of this arrangement. For more information about young people's services, please go to the Children and Young People's Service's web page at:

<http://www.calderdale.gov.uk/council/councildepartments/service-areas/cyps.html>

Your parent/s may receive email communication from the academy using the address that has been provided via our data collection process.

As an academy, we work closely with career guidance providers to support our students in their options after Year 11. We will provide your name, address and your parent's/s' contact telephone number(s), and any other relevant necessary information.

We are required, by law, to pass some information about you to the DfE and, in turn, this will be available for the use of the local authority. The DfE may also share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998. Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are 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 student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

We will not share information about you to anyone outside the academy without your consent unless the law and our rules allow us to.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) student level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>



If you need more information about how the local authority and/or DfE collect and use your information, please visit:

- Calderdale Council <https://www.calderdale.gov.uk/council/accessinformation/>
- The DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you would like to see a copy of the information about you that we hold and/or share, or you are unable to access these websites, we can send you a copy of this information. Please contact the Principal's PA at the academy.