


## FREEDOM OF INFORMATION POLICY

 <p><b>TRINITY</b> CHURCH OF ENGLAND HIGH SCHOOL</p>	<b>Reviewed by:</b>	Governors' Personnel Committee
	<b>Approved by:</b>	Full Governing Body
	<b>Date approved:</b>	9 <sup>th</sup> July, 2019
	<b>Next review due by:</b>	A revised version is anticipated from One Education by the end of 2019. The policy will then be reviewed by the end of 2019/20.

### AIM/PURPOSE

The aim of the policy is to explain the principles of Freedom of Information, Fair Processing and Privacy Notice and how they apply to students and staff.

### GENERAL PRINCIPLES

Manchester City Council has issued the following guidance:

'The Information Commissioner has recommended that the term 'Fair Processing Notice' be replaced by 'Privacy Notice'. The DfE is therefore adopting this approach in its data collections from now on, and has reviewed the whole process of issuing Privacy Notices.'

In the past, the suggested text has included the use of school information which is made available by the LA or the DfE. However, the new process will mean much simpler Privacy Notices, where details of any organisations with which the LA and DfE share data are contained on the LA and DfE websites, with links from the Privacy Notices. **This means that Privacy Notices do not need reissuing on an annual basis.** The aim is to make the Privacy Notices issued to children and staff, general and constant. Any changes to the details of organisations with which school or LA data is shared can be updated on the LA and DfE websites.

Once a printed copy of the new Privacy Notice has been circulated to all relevant parties it only needs to be distributed to new students/employees on their arrival at the school.

### FREEDOM OF INFORMATION AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

The following Privacy Notices will be personalised for students and staff of Trinity.

#### 1. Students

<p style="text-align: center;"><b>PRIVACY NOTICE</b> <b>Students in Schools, Alternative Provision and Pupil Referral Units</b> <b>and children in Early Years Settings</b></p>
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### **Privacy Notice - Data Protection Act**

We (**Name of school**) are the 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 and 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, and
- Assess how well your school is doing.

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

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

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE)

Please contact the LA or DfE as follows for further information:

Communications Team  
Children's Services.  
Town Hall  
Manchester  
M60 2LA

Telephone: 0161 234 5000

Website: <http://www.manchester.gov.uk>

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)

Telephone: 0870 000 2288

### **In addition for Secondary Schools**

Connexions Services. Once you are aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's support service for all young people aged 13 to 19 in England. We must provide both your and your parents(s) name and address, and any further information relevant to the Connexions services' role. However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions.

## **2. Staff**

### **PRIVACY NOTICE**

***School Workforce: those employed or otherwise engaged to work at a school***

#### **Privacy Notice - Data Protection Act**

We Trinity CE High School are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the school about those employed or otherwise engaged to work at the school or Local Authority. This is to assist in the smooth running of the school and/or

enable individuals to be paid. The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data across the sector;
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- Informing the development of recruitment and retention policies;
- Allowing better financial modeling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teacher Review Body and the School Support Staff Negotiating Body.

This personal data includes some or all of the following; identifiers such as name and National Insurance number and characteristics such as ethnic group, employment contract and remuneration details, qualifications and absence information.

### MONITORING AND EVALUATION

Changes to Privacy Notices are regulated by outside bodies, but changes will be made known to the Personnel Committee and reported to the Full Governing Body.