PRIVACY Statement

1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR.

2. Responsibilities

2.1 The Data Protection Officer is responsible for ensuring that this notice is made available to data subjects prior to Selly Oak Trust School collecting or processing their personal data.

2.2 All governors, employees and volunteers of Selly Oak Trust School who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

3. Privacy notice

Who processes your information?

Selly Oak Trust 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 students and their families to be processed. Ms J Eaton , Headteacher acts as the representative for the school with regard to its data controller responsibilities; they can be contacted on 0121 472 0876 or enquiry@sellyoak.bham.sch.uk.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, 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 Selly Oak Trust School upholds are imposed on the processor. Mrs S Simmons, Strategic Business Manager is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with GDPR. The data protection officer can be contacted on 0121 472 0876 or enquiry@sellyoak.bham.sch.uk.

Why do we collect and use your information?

Selly Oak Trust 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 their previous school, LA and/or the DfE. 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 of the GDPR
  Consent: you have signed consent for us to process data for a specific purpose
  Legal obligation: the processing is necessary for us to comply with law
  Vital interests: the processing may be necessary to protect someone's life
  Public Task: the processing is necessary for our function of a school.
- Article 9 of GDPR
  Processing is necessary to protect the vital interests of the data subject where they are legally incapable of giving consent
  Processing is necessary for reasons of substantial public interest.
- Education Act 1996
- Regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013
- Data Protection act 2018

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

- 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 the law regarding data sharing
- To safeguard pupils

Which data is collected?

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

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth free school meals eligibility and pupil premium eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment data
- Relevant medical information
- Information relating to EHCP and SEN
- Behaviour information – e.g. number of temporary or permanent exclusions
- Library lending information (such as which books have been borrowed and when they have been returned.

Whilst the majority of the personal data you provide to the school is mandatory, some is 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 and explicit 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 Selly Oak Trust 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 students' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in school in England. Selly Oak Trust School is required by law to provide information about our pupils to the DfE as part of the statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of the children in England by:

- Conducting research or analysis.
- Producing statistics
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from NDP is maintained.

Selly Oak Trust School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares students' information with (this list is non exhaustive)

- Students' destinations upon leaving the school and pursuing college
- The Local Authority
- The NHS
- The DfE
- NHS and School Nurse Service
- Edwards Trust and other Counsellors
- Forward Thinking Birmingham
- CASS

- Family Support workers
- Barnados
- Spurgeons
- Education software providers

AI - Staff use Microsoft but do not share any sensitive information about students staff or parents at Selly Oak Trust School.

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 the school uses your personal data.
- Request access to the personal data that the school holds.
- Request that your personal data is 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 Selly Oak Trust School and /or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office and the schools Data Protection Officer.

	Supervisory authority contact details	**Data Protection Officer contact details**
Contact Name:	Information Commissioner's Office	Sarah Simmons
Address line 1:	Wycliffe House	Selly Oak Trust School
Address line 2:	Water Lane	Oak Tree Lane

Address line 3:	Wilmslow	Selly Oak
Address line 4:	Cheshire	Birmingham
Address line 5:	SK9 5AF	B296HZ
Email:	casework@ico.org.uk	enquiry@sellyoak.bham.sch.uk
Telephone:	0303 123 1113 (local rate)	0121 472 0876

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 your child's school record, contact the DPO.

Contact details of the Data Protection Officer / GDPR Owner:

	Data Protection Officer contact details
Contact Name:	Sarah Simmons
Address line 1:	Sarah Simmons
Address line 2:	Selly Oak Trust School
Address line 3:	Oak Tree Lane
Address line 4:	Selly Oak
Address line 5:	Birmingham
Email:	B29 6HZ
Telephone:	enquiry@sellyoak.bham.sch.uk

Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above. A current version of this document is available to all members of staff.

This policy was approved by the Governing Body on 26th January 2026 and is issued on a version controlled basis under the signature of Sarah Simmons