



# **Tuition, Medical and Behaviour Support Service**

## **Privacy Notice for Students**

<b>Adopted:</b>	25 May 2018
<b>Reviewed:</b>	September 2024
<b>Next Review:</b>	September 2025

## **Privacy Notice for students**

You have a legal right to be informed about how our Service uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Tuition, Medical and Behaviour Support Service, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is:

**James Pearson**  
**Assistant Head**  
**Tuition, Medical and Behaviour Support Service**  
**Central Administration Office**  
**Sundorne Education Centre**  
**218 Sundorne Road**  
**Shrewsbury**  
**SY1 4RG**  
**01743 368189**  
**admin@tmbss-shropshire.org.uk**

### **The personal data we hold**

We hold some personal information about you to make sure we can help you learn and look after you at the Service.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Details of any behaviour issues or exclusions

We may also collect, use, store and share (where appropriate) information about you that falls into special categories of more sensitive personal data. This includes, but is not restricted to:

- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Photographs – where consent has been obtained

### **Why we use this data**

We use this data to help run the Service, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the Service as a whole is performing
- Look after your wellbeing

### **Use of your personal data in automated decision making and profiling**

We don't currently put students' personal data through any automated decision making or profiling process. This means we don't make decisions about you using only computers without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

### **Our legal basis for using this data**

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

### **Collecting this information**

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local councils
- Government departments or agencies
- Police forces, courts or tribunals

### **How we store this data**

We will keep personal information about you while you are a student at our Service. We may also keep it after you have left the Service, where we are required to by law.

We have a Records Management Policy which sets out how long we must keep information about students.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We'll dispose of your personal data securely when we no longer need it.

## Who we share data with

We do not share personal information about you with anyone outside the Service without permission from you or your parents/carers, unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions
- The Department for Education – this statutory data sharing underpins school funding and educational attainment policy and monitoring (further information is available via [www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data)).

Executive Government agencies of the DfE include:

- The Standards and Testing Agency (STA)
  - Ofsted
  - Education and Skills Funding Agency
  - Learner Records Service (LRS)
  - The National Pupil Database (managed by the DfE)
- Your family and representatives
  - Educators and examining bodies
  - Our regulator - Ofsted
  - Suppliers and service providers – so that they can provide the services we have contracted them for
  - Financial organisations
  - Central and local government
  - Our auditors
  - Survey and research organisations
  - Health authorities
  - Security organisations
  - Health and social welfare organisations
  - Professional advisers and consultants
  - Charities and voluntary organisations
  - Police forces, courts, tribunals
  - Professional bodies
  - Schools that the students attend after leaving us
  - Youth support services (students aged 13+)

## National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data. You can find more information about this on the Department for Education's webpage on how it collects and shares research data.

You can also contact the Department for Education if you have any questions about the database.

## **Youth support services**

Once you reach the age of 13, we are legally required to pass on certain information about you to the Local Authority as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Shropshire Council.

## **Transferring data internationally**

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## **Your rights**

### **How to access personal information we hold about you**

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

## **Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want your personal information to be used
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation if the data protection rules are broken and this harms you in some way

To exercise any of these rights, please contact us (see 'Contact us' below).

## **Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

**James Pearson**

**Assistant Head**

**Tuition, Medical and Behaviour Support Service**

**Central Administration Office**

**Sundorne Education Centre**

**218 Sundorne Road**

**Shrewsbury**

**SY1 4RG**

**01743 368189**

**[admin@tmbss-shropshire.org.uk](mailto:admin@tmbss-shropshire.org.uk)**

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.*