

INDIVIDUAL RIGHTS POLICY

(APPROVED BY TRUST BOARD 7TH JULY 2026)

SEN Trust Southend



SEN TRUST SOUTHEND

KINGSDOWN SCHOOL

LANCASTER SCHOOL

ST. NICHOLAS SCHOOL

THE ST. CHRISTOPHER SCHOOL

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Context

Under the General Data Protection Regulations (GDPR) which came into force in May 2018, organisations are required to ensure that provision of individual rights are made.

SEN Trust Southend is committed to ensuring provision of an outstanding education to its pupils. In order to carry out its legal obligations it is required to collect personal data about the pupils and specific information about their parents.

1. The Right to be Informed

The 'right to be informed' encompasses the Trust's obligation to provide 'fair processing information'. We meet our obligation by issuing Privacy Notices to staff and parents [**Appendix 1 and 2**]. Information supplied by SEN Trust Southend is:

- Concise, transparent, intelligible and easily accessible. The Privacy Notice adopted by SEN Trust Southend was recommended by the Department for Education (DfE) to ensure it is compliant. It is concise and outlines the purpose of data collection along with details of third parties with whom we may share that information. It is issued to staff on appointment and annually thereafter. An electronic version is stored on each school's network.
- Written in clear, plain English
- Free of charge

2. The Right of Access (Subject Access Requests)

Staff at SEN Trust Southend and parents of children attending each of the schools have the right to obtain:

- Confirmation that their data is being processed
- Access to their personal data
- Other supplementary information

The GDPR clarifies that the reason for allowing individuals to access their personal data is so that they are aware of, and can verify the lawfulness of, the processing. Requests for access are referred to as *Subject Access Requests*.

2.1 Response Times

Subject Access Requests are handled by the Headteacher at each school acting for the Trust as data controller. Such requests will be dealt with within one month of receipt of request. SEN Trust Southend has the right to extend the period by a further two months where the requests are numerous or complex. However, the Trust will inform the individual of this extension within one month of receipt of the request.

2.2 Subject Access Request – Fees

The GDPR states that organisations will not charge a fee for provision of access unless the request is manifestly unfounded or excessive, particularly because they are repetitive. In accordance with this, SEN Trust Southend has the right to charge a reasonable fee which is calculated on the amount of administrative time required to fulfil the requirements of the request. The individual will be informed of the fee within one month of the request being made.

2.3 Refusal to Respond

The Trust has the right to refuse to respond to a request that is *manifestly unfounded or excessive*. In the event that the Trust refuses to respond it will inform the individual, without undue delay and within one month, of the reason for the refusal and their right to complain.

2.4 How the Information is Issued

In ensuring compliance with data protection legislation the Trust will verify the identity of the person making the request using ‘reasonable means’. This will be through identity checking.

Information may be supplied electronically or in paper format. An analysis will be made to determine which of the formats is the most appropriate and the decision will be agreed between the person making the request and the Trust. In the event that the information is supplied electronically it will be provided in PDF format.

Whilst the GDPR recommends good practice to have access to a self-service portal this is not possible at SEN Trust Southend.

3. The Right to Rectification

The GDPR gives individuals the right to have personal data rectified if it is inaccurate or incomplete.

3.1 Right to Rectification Timeframe

SEN Trust Southend will respond to individuals within one month. Where the request for rectification is complex, the Trust reserves the right to extend this timeline to two months.

In the event that the Trust is not taking action in response to a request for rectification we will explain to the individual, in writing, and outline the reasons for this along with their right to complain.

3.2 Right to Rectification – Third Parties

Where a third party has information about an individual that requires rectification, the Trust will inform those parties without undue delay.

4. The Right to Erasure

The right to erasure is also known as the 'right to be forgotten'. The broad principle underpinning this right is to enable an individual to request the deletion or removal of personal data where there is no compelling reason for its continued processing.

4.1 When the Right to Erasure Applies

Individuals have the right to have personal data erased and to prevent further processing in specific circumstances:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed.
- When the individual withdraws consent.
- When the individual objects to the processing and there is no overriding legitimate reason for continuing the processing.
- The personal data was unlawfully processed (ie in breach of GDPR).
- The personal data has to be erased in order to comply with a legal obligation.
- The personal data is processed in relation to information society services to a child.

Under GDPR the right to erasure is not limited to processing that causes unwarranted and substantial damage or distress. However, if the processing does cause unwarranted and substantial damage or distress the case for erasure will be strengthened.

4.2 Refusal to Comply with Right to Erasure Request

In accordance with data protection legislation, SEN Trust Southend has the right to refuse to comply with requests for erasure where the personal data is processed for the following reasons:-

- To exercise the right of freedom of expression and information.
- To comply with a legal obligation for the performance of a public interest task or exercise of official authority.
- For public health purposes in the public interest.
- Archiving purposes in the public interest, scientific research, historical research or statistical purposes.
- The exercise or defence of legal claims.

4.3 The Right to Erasure of Children's Data

Schools have the right to collect pupil data in order to carry out its legal obligation for the performance of a public interest task. However, the GDPR enhances protection of children's data particularly in relation to online environments. Where consent has been given and a request for erasure is later received the Trust will remain mindful that the initial consent may have been given without full awareness of the impact of its use.

4.4 Informing Third Parties of Erasure

Where a school has disclosed personal data to third parties SEN Trust Southend will inform those parties, without undue delay, about the personal data erasure unless it is impossible or involves disproportionate effort to do so.

5. The Right to Restrict Processing

Individuals have the right to block or suppress processing of personal data. In these instances, SEN Trust Southend shall be permitted to store data but not to process it further.

5.1 When the Right to Restrict Processing Applies

The Trust shall be required to restrict processing in the following circumstances:-

- Where an individual contests the accuracy of the personal data the Trust will restrict further processing until the accuracy of the personal data has been verified.
- Where an individual has objected to the processing (where it was necessary for the performance of a public interest task or purpose of legitimate interests), and the Trust is considering whether its legitimate reasons override those of the individual.
- When processing is unlawful and the individual opposes erasure and requests restriction instead.
- If the Trust no longer needs the data but the individual requires it to establish, exercise or defend a legal claim.

5.2 Informing Third Parties of Restriction of Processing

Where personal data becomes subject to restriction of processing and has been disclosed to a third party, SEN Trust Southend will inform the third party, without undue delay, unless it is impossible or involves disproportionate effort to do so.

When a school/the Trust decides to lift a restriction on processing it must inform the individual.

6. The Right to Object

Individuals have the right to object to:-

- Processing based on legitimate reasons or the performance of a task in the public interest/exercise of official authority.
- Direct marketing.
- Processing for purposes of scientific/historical research and statistics.

6.1 Compliance with the Right to Object for the Performance of a Legal Task

Individuals must have an objection on 'grounds relating to his or her particular situation'. SEN Trust Southend will stop the processing of personal data unless:-

- We can demonstrate compelling legitimate grounds for the processing, which overrides the interests, rights and freedoms of the individual; or
- The processing is for the establishment, exercise or defence of legal claims.

Individuals are informed of their right to object within the Trust's privacy notices. We will also inform individuals of their right to object at the point of the first communication and will be 'explicit and presented clearly'.

Appendix 1: Privacy Notice to Parents

Privacy Notice (How we use pupil information)

Highlighted text to personalised by each school

This privacy notice sets out how each school within SEN Trust Southend collects information about pupils. SEN Trust Southend is the data controller for the use of personal data in this privacy notice.

As a school we collect a significant amount of information about our pupils. This notice explains why we collect the information, how we use it, the type of information we collect and our lawful reasons to do so.

What type of data is collected?

The DfE and government requires us to collect a lot of data by law, so that they can monitor and support schools more widely, as well as checking on individual schools' effectiveness.

The categories of pupil information that we process include:

- Personal information – (such as name, unique pupil number, contact details and address)
- Characteristics – (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment information (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- CCTV, photos and video recordings of you are also personal information
- Free school meal and other catering information

This list is not exhaustive. Please contact the school for further information.

Why do we collect data?

We collect and use pupil data for the following purposes:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe (e.g. food allergies, emergency contact details)

- To meet the statutory duties placed upon us for the Department of Education (DfE) data collections
- To fulfil our statutory obligations to safeguard and protect children and vulnerable people
- To enable targeted, personalised learning for pupils
- To manage behaviour and effective discipline
- To comply with our legal obligations to share data
- To keep pupils, parents and carers informed about school events and school news

Our Legal Obligations

We must make sure that information we collect and use about pupils is in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual, we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Article 6 and Article 9 of the UK GDPR.

The Department for Education and Local Authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

We also share information about pupils who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information, for example school nurses may visit the school.

Counselling services, careers services, occupational therapists are the type of people we will share information, so long as we have consent or are required by law to do so.

We must keep up to date information about parents and carers for emergency contacts.

Collecting pupil information

Pupil data is essential for the schools' operational use. 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 data protection legislation, 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 for as long as the school/Trust is required to hold it. Pupil data is held for as long as the pupil attends their school within SEN Trust Southend or for as long as is required by law.

Who do we share pupil information with?

We routinely share pupil information with:

- Schools that the pupil attends after leaving us
- Our local authority
- Local authority where the pupil resides or is in care of
- The Department for Education (DfE), including any exam boards working on behalf of the DfE
- School Counsellor (if required)
- Staff (as required)
- Allocated school paediatrician/doctor/nurse/dentist/Health authority
- School passenger transport
- Youth support services
- Post 16 education and training providers
- Careers advisers

Why we regularly 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.

Youth support services

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

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

The required information is shared as part of the pupil's annual EHC review using the local authority's secure service.

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

The required information is shared as part of the pupil's annual EHC review using the local authority's secure service.

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

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for education either directly or via our local authority for the purpose of those data collections.

We are required to share information about our pupils with our local authority and the DfE as part of the school census return under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government Uses Your Data' section of this privacy notice. For privacy information on the data the Department for Education collects and uses, please see: <https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

and

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

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 the school office and ask for the Data Protection Lead, in person, by telephone or email *using the contact details in Appendix 4*.

You also have the following rights to:

- the right to be informed about the collection and use of your personal data – this is called “right to be informed”.
- the right to ask us for copies of your personal information we have about you – this is called “right of access”, this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called “right to rectification” the right to ask us to delete your personal information – this is called “right to erasure”
- The right to ask us to stop using your information – this is called “right to restriction of processing”.
- The “right to object to processing” of your information, in certain circumstances
- Rights in relation to automated decision making and profiling.
- The right to withdraw consent at any time (where relevant).
- The right to “complain to the Information Commissioner” if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public tasks.
- Right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- Right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office in person, by telephone or email *using the contact details in Appendix 4*

More information about Data Protection and our Policies

How we manage the data and our responsibilities to look after and share data is explained in our Data Protection policy and connected policies which are also available on our website.

How Government uses your data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.

- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education (DfE) 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 for Education (DfE).

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.

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

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact Department for Education (DfE): <https://www.gov.uk/contact-dfe>

Contact:

If you would like to discuss anything in this privacy notice please contact:

Chief Executive Officer, SEN Trust Southend

Tel: 01702 524193

Email: office@tscs.southend.sch.uk

Appendix 2: Privacy Notice to Staff

Privacy Notice

The School Workforce: those employed to teach, or otherwise engaged to work at SEN Trust Southend

How we use school workforce information

This privacy notice explains how we collect, process and manage information for the school workforce. That includes employed members of staff, volunteers, trainee teachers, apprentices and work experience/workplace placements.

SEN Trust Southend is the Data Controller for the use of personal data in this privacy notice.

The school has engaged the services of SBM Services (UK) Ltd to carry out the DPO duties on our behalf. They can be contacted by email on info@sbmservices.co.uk or by phone on 01206 671103.

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number, address, next of kin, contact details)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- medical information
- other personal information
- references

Why we collect and use workforce information

We share information to comply with statutory, regulatory and contractual obligations. These may include, but are not limited to:

- improving the management of workforce data across the sector enabling development of a comprehensive picture of the workforce and how it is deployed
- pay salaries and pension contributions
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring
- supporting the work of the School Teachers' Review Body
- comply with guidance such as 'Working Together' and safeguarding obligations
- facilitating good governance
- internal reviews and quality monitoring

- CPD and staffing issues

If we are required to comply with other legal obligations not listed above, we will share data only when it is lawful to do so.

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid

Collecting workforce information

Workforce data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Who we share workforce information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- safeguarding and protection for children and vulnerable adults
- payroll services
- legal advisers
- insurance providers
- HMRC
- Teacher Pension Scheme and the Local Government Pension Scheme (and other pension providers)
- health professionals

The lawful basis on which we process this information

We must make sure that information we collect and use about our workforce is in line with the UK GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collect and process information comes from a variety of sources, such as Article 6 and Article 9 of the UK GDPR and the Safeguarding of Vulnerable Groups Act 2006. We also have obligations to organisations such as HMRC and the Department of Work and Pensions.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- Our Local Authority, Southend on Sea City Council
- The Department for Education
- Payroll bureau

Local Authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information with the DfE for the purpose of those data collections.

We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government Uses your Data' section of this privacy notice.

For privacy information on the data the Department for Education (DfE) collects and uses, please see: <https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers>.

Data protection law allows us to share personal information in an urgent or emergency situation, including to help prevent loss of life or serious physical, emotional or mental harm. During a medical emergency, including a mental health emergency, where there is risk of serious harm to one of our workforce or to others we will share necessary and proportionate information without delay with relevant and appropriate emergency services or health professionals. We may also share necessary and proportionate information with an employee's next of kin or emergency contact. We will use our judgement in each specific situation, sharing only what is necessary and proportionate to the circumstances.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact your school office directly.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called ‘right to be informed’.
- the right to ask us for copies of personal information we have about you – this is called ‘right of access’, this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called ‘right to rectification’.
- the right to ask us to delete your personal information – this is called ‘right to erasure’
- the right to ask us to stop using your information – this is called ‘right to restriction of processing’.
- the ‘right to object to processing’ of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t haven’t the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the ‘How Government uses your data’ section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office in person, by telephone or email *using the contact details in Appendix 4*.

How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs Department for Education (DfE) policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Sharing by the Department for Education (DfE)

The Department for Education (DfE) may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

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

The Department for Education (DfE) will only share your personal data where it is lawful, secure and ethical to do so and has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether the Department for Education (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of public benefit, proportionality, legal underpinning and strict information security standards.

For more information about the Department for Education's (DfE) 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 for Education (DfE) has provided information, (and for which project) please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>.

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of UK GDPR, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

Further information

If you would like to discuss anything in this privacy notice, please contact:

Chief Executive Officer, SEN Trust Southend

01702 524193

office@tscs.southend.sch.uk

Appendix 3: Privacy Notice for Governors, Trustees and Members

(Including how we use personal information on Get Information about Schools (GIAS))

SEN Trust Southend is the Data Controller for the purposes of data protection law.

The school has engaged the services of SBM Services (UK) Ltd to carry out the DPO duties on our behalf. They can be contacted by email on info@sbmservices.co.uk or by phone on 01206 671103.

The categories of governance information that we process include:

- personal identifiers, contacts and characteristics (such as name, date of birth, contact details and address)
- governance details (such as role, start and end dates and governor id)
- Skills, qualifications, training records, professional memberships, business and pecuniary interests
- Attendance Data
- Photographs
- Data regarding your use of the school's information and communication systems.

Why we collect and use governance information

The personal data collected is essential, in order for the school, academy or academy trust to fulfil their official functions and meet legal requirements. We collect and use governor information, for the following purposes:

- a) To meet the statutory duties placed upon us
- b) Support effective governance
- c) Enable the development of a comprehensive picture of governance and how it is deployed
- d) To enable appropriate checks to be completed
- e) Enable individuals to be kept informed of governance training, book training and relevant information
- f) To ensure any Related Party Transactions are declared
- g) Enable equality and diversity monitoring
- h) To inform relevant authorities/organisations of a member/trustee/governor/clerk appointment
- i) To undertake our responsibilities for safeguarding children
- j) To communicate with you
- k) To comply with the law regarding data sharing

Our Legal Obligations

We must make sure that information we collect and use about governors is in line with the [UK General Data Protection Regulation \(GDPR\) 2018](#). This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual, we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources, such as:

- [Article 6](#) and [Article 9](#) of the UK GDPR ([academies and maintained schools](#))
- under the [Academies Trust Handbook](#) academy trusts have a legal duty to provide governance information
- under the [Companies Act 2006](#) academy trusts have a legal duty to provide information on members and directors to Companies House
- under the [Academy trust governance guide - Guidance - GOV.UK \(www.gov.uk\)](#) academy trusts must be transparent about their governance arrangements and build and effective and diverse Trust Board and Local Governing Bodies

Collecting governance information

We collect personal information via paper forms and GovernorHub.

Governance roles data is essential for the school, academy or academy trust's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing governance information

- We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [Records, Retention and Disposal Policy \(SEN Trust\)](#).

Who we share governance information with

We routinely share this information with:

- the Department for Education (DfE)
- other governors on the same governing board
- the clerk to the board/Governance Professional

- Other Members/Trustees/Governors on the same Governing Board and/or in the same MAT
- Disclosure and Barring Service
- Governor Services
- Companies House
- Our Regulator - Ofsted
- Our Auditors
- Security Organisations
- Training Providers

Why we share governance information

We do not share information about individuals in governance roles with anyone without consent unless the law and our policies allow us to do so.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational providers and local authorities. We are required to share information about individuals in governance roles with the Department for Education (DfE), under:

We are required to share information about our governance roles with the Department for Education (DfE) under the requirements set out in the Academy Trust Handbook.

All data is entered manually on the GIAS service and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

The Clerk to the Board/Governance Professional

In case of emergency or an Ofsted inspection it is necessary for the school office to hold details of any individuals involved in the governance of the school. The school Single Central Record will record that the appropriate checks have been carried out for everyone involved in the governance of the school.

Other members/trustees/governors on the same Governing Board (or in the same MAT)

For ease of communication and with your consent contact details may be shared with other governors on the board.

Disclosure and Barring Service

All school governors, Trustees and Members are required to have an enhanced criminal records certificate from the DBS. Further details on DBS checks and Section 128 checks in schools are within the statutory guidance Keeping Children Safe in Education (KCSIE).

Governor Services Provider(s)

Relevant details will be provided to Governor Service Providers to enable them to provide useful services to you.

Companies House

Academy trusts are required to tell Companies House within 14 days about changes to the Board including new appointments, resignations and change of details.

Ofsted

If requested, we will provide records to confirm how Trustees and Governors are involved with their Trust/School, what skills they have and how they assess whether they are effective in their roles.

Our Auditors

The auditors are required to publish information regarding the composition of the Trust Board and its Committees, any specific responsibilities assigned to Trustees/Governors and their attendance at meetings.

Security Organisations

Your information will be given to security organisations when carrying out cyber protection testing.

Training Providers

Your contact information will be given to training providers in order that you can access their services.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact SBM Services (UK) Ltd, telephone 01206 671103, email: info@sbmservices.co.uk.

Your rights include:

- the right to be informed about the collection and use of your personal data – this is called ‘right to be informed’.
- the right to ask us for copies of personal information we have about you – this is called ‘right of access’, this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called ‘right to rectification’.
- the right to ask us to delete your personal information – this is called ‘right to erasure’.
- the right to ask us to stop using your information – this is called ‘right to restriction of processing’.
- the ‘right to object to processing’ of your information, in certain circumstances.
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why your information rights request may be refused. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t have the right to object, but you have the right to withdraw consent.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office (ICO) at <https://ico.org.uk/concerns/>.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the ‘How Government uses your data’ section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Governance Professional email ngarrett@sentrustsouthend.co.uk.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated July 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact: SBM Services (UK) Ltd, telephone 01206 671103, email: info@sbmservices.co.uk.

How Government uses your data

The governance data that we lawfully share with the Department for Education (DfE) via GIAS will:

- increase the transparency of governance arrangements
- enable local authority maintained, academies, academy trusts and the Department for Education (DfE) to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allow the Department for Education (DfE) to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

Data collection requirements

To find out more about the requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>.

Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of Department for Education (DfE) and education establishment users with a Department for Education (DfE) Sign-in (DSI) account who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the Department for Education (DfE), unless the law allows it.

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the [Data Protection Act 2018](#) you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you

- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DFE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights> To contact DfE: <https://www.gov.uk/contact-dfe>.

Further information

If you would like to discuss anything in this privacy notice, please contact:

Chief Executive Officer, SEN Trust Southend
01702 524193
office@tscs.southend.sch.uk

Appendix 4: Contact details

School Name	Kingsdown School	Lancaster School	The St. Christopher School	The St. Nicholas School
Telephone Number	01702 527486	01702 342534	01702 524193	01702 462322
Email address	office@kingsdown.southend.sch.uk	office@lancaster.southend.sch.uk	office@tscs.southend.sch.uk	office@st-nicholas.southend.co.uk