







Most of the personal data that we collect, and use is added to your Educational Record. This record is kept while you attend the Academy. If you leave the Academy, then the record will be:

Transferred to the next school you attend or transferred to the local authority in which the academy you attended is based

We will maintain information about your admission to the School and we may maintain record if you have been placed on the SEND register.

Some personal data is kept for different lengths of time. For example;

Records of your admission to the school are kept permanently. We do this as pupils often ask us to confirm the dates they attended the Academy.

Detailed information about your daily attendance is kept for three years

Information about free school meals is kept for the current year and 6 years afterwards



You have rights relating to the personal data that we collect and use. The rights you have depend on the legal basis of us using the information. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the data protection administrator:

: Daryl Unitt  
[daryl.unitt@emat.uk](mailto:daryl.unitt@emat.uk)  
07342 712201  
East Midlands Academy Trust,  
Pyramus House, Roman Way, Grange Park,  
Northampton, NN4 5EA

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If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

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You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

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You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have to right to ask us to erase it, to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

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If you ask for access to your personal data, we will usually ask your parents or guardian to confirm that we can release it to you. Your parents or guardian can also ask to see the personal data we hold about you directly.

