

Privacy Notice for Primary Academies

East Midlands Academy Trust, (the Trust) is the data controller for information it uses and that used by its Academies.

In this document the Trust and the Academies, whether singly or in /carers

rules called the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This document tells you more about:

The information we collect
What we use the information for
How your information is stored and how long we keep it
What rights you have to the information

We have also included a section about your rights in relation to your children who attend the school. A full Privacy Notice for pupils is available on request

We collect many different categories of information, for example:

Personal details (for example; name, date of birth, national insurance number)

Contact details (for example; address, telephone number, email address)

Family details (for example; details of other children, emergency contacts)

Admission requests

Records of communications (for example; emails, phone messages and letters)

Records of visits to school (for example; time and date, the person you visited)

Photographs of you

Images on CCTV

Banking details (A credit or debit card registered with our payment system)

Records of transactions in our payment system

Consent for school visits and extra-curricular activities

In some cases, we will also have:

Information about consultation with other professionals Information about your employment and financial situation Information about any care or contact orders relating to your child(ren)



We use the information

To support the admissions process

To support learning for your child(ren)

To maintain a safe environment for our pupils

To provide appropriate pastoral care

To enable you to pay for activities for your child(ren)

To enable you to pay for school meals for your child(ren)

To enable free school meals to be provided

To comply with our legal obligations to share information

To ensure your health and safety if you visit school

To keep you up to date with news about the school

Depending on the purpose, our use of your information will be legal due to one of the following:

Informed consent given by you [Article 6(1)(a)]

To meet a legal requirement [Article 6(1)(c)]

To protect the vital interests of you or someone else [Article 6(1)(d)

Delivering a public task [Article 6(1)(b)]

Some of the personal data that we collect, and use, is added to the Educational Record for your child(ren). This record is kept while they attend the Academy. If they leave the Academy, then the record will be transferred to the next school they attend or transferred to the local authorits9y/ol



At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we may share personal data with are:

Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data

The Local Authority

The Department for Education

Healthcare, social and welfare organisations

Police forces and Courts

Voluntary and charitable organisations

Our suppliers and service providers

Where we share your personal data with someone who is a supplier or service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

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Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

GDPR Sentry Limited

support@gdprsentry.com

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