

Pupils

The categories of pupil information that we process (including, but not limited to):

Personal identifiers and contacts (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)

If we are processing special category data, our lawful bases will also include one of the following:

- We have explicit consent
- To meet the statutory duties placed upon us by the Department for Education
- To keep children safe

Collecting pupil information

We obtain pupil information via registration forms when they first join the school. In addition, when a child transfers from another school, we are sent a secure file containing relevant information.

We have a legitimate interest in disclosing your information because it is necessary in order to provide our pupils with education, pastoral care and connected purposes as outlined above. We will not usually need consent to disclose your information. However, if at any time it appears to us that we would need consent, then this will be sought before a disclosure is made.

It is in your interest for personal information to be passed to these people or services. We will ask you for consent to ensure you can understand what we are asking. This is because the law requires us to

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

Depending on the lawful basis above, you may also have the right to:

Object to processing of personal data that is likely to cause, or is causing, damage or distress

Prevent processing for the purpose of direct marketing

Object to decisions being taken by automated means

In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed

A right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise

Parents/Carers

Why do we collect and use parent information?

We are required by law to provide education. The main pieces of legislation that govern this are:

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014

Whilst providing education, we are tasked with the welfare of the children within our care. Part of this is ensuring that we have appropriate contact information for the adults with responsibility for those children.

What do we need this data for?

We use parent information to let you know if there is anything that you need to be aware of in relation to your child's education. We will contact you if we have any concerns about your child's progress or if we need to discuss any issues with you.

How long do we keep your data for?

The length of time that we retain information for is set out within our Retentions Policy. Generally speaking, we will retain parental information for the length of time that your child is enrolled at our school unless we are required by law to retain it for longer.

Who do we share your information with?

Parent information is rarely shared but, in certain circumstances, we may share your data with;

- The police

- Insurers, in relation to insurance claims

- HSE or external organisations, where accident reporting or investigation is required

- Other third parties in event of a safeguarding incident

Your rights under GDPR

Under data protection legislation, parents have the right to request access to information about them

What type of data do we collect and use?

We collect and use:

Personal information, such as name and photograph
CCTV images

How do we ensure that we are using this information legally?

We have a legal obligation under safeguarding legislation, to ensure that our site is safe and secure.

We also have a legal obligation under fire safety law, to ensure that we can account for the people in our buildings. This includes visitors. Under article 6 of the GDPR, Legal Obligation is a valid reason for collecting and processing personal data.

How long do we keep your data for?

We keep visitor data for 6 years plus the current year, in line with our [Retentions Policy](#)

Visitor data may be stored on:

Electronic visitor management systems, such as inventory
Signing in books
Fire registers
CCTV systems
Visitor badges
Office 365
Room booking software or systems

Who do we share your information with?

Visitor information is rarely shared but, in certain circumstances, we may share your data with:

The police
Insurers, in relation to insurance claims
HSE or external organisations, where accident reporting or investigation is required
Other third parties in the event of a safeguarding incident

Why do we share your information?

We only share your information without your consent where the law or our policies allow us to do so.

Your rights under GDPR

Under data protection legislation, visitors have the right to request access to information about them that we hold. To make a request for your personal information contact Jane Lear, Data Controller, via data.controller@ket.education.

You also have the right to:

Prevent processing for the purpose of direct marketing
Object to decisions being taken by automated means
In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed

How to raise a complaint

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 by contacting data.controller@ket.education

You can also complain directly to the @ _____ # _____ \ _____

Staff

Why do we collect and use staff information?

As an employer, we are required to collect and process certain information relating to the people that work for us.

Some of this is collected in line with our obligations under employment law, some is collected in order to comply with safeguarding legislation and some is provided to allow us to ensure that you are paid and that your pension contributions are collected.

What do we need this data for?

We use Trust workforce data to:

How do we ensure that we are using this information legally?

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Pension Providers

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order for them to administer the pension schemes set up for our employees.

HMRC

Information is shared with HMRC to ensure that the correct taxes and national insurance payments are collected.

ONS

Statistical data shared is anonymised. Data is not attributable to any specific individual90733rh66832

The Department for Education 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 DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

Who is requesting the data

The purpose for which it is required

The level and sensitivity of data requested

The arrangements in place to securely store and handle the data