



Privacy Notice for Parents/Carers of pupils attending a school within the Education and Leadership Trust

Why are we giving this to you?

We are the Education and Leadership Trust. As your child has a place at a school within our Trust we need to collect and store information relating to you. Information that we hold in relation to individuals is known as their 'personal data'. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations.

This document sets out what personal data we will receive and hold about you and your child, whilst they attend one of the schools in our Trust. It explains why we process that data, who we share this information with, and your rights in relation to your personal data processed by us. We also explain below how the school keeps your information safe.

If you want to know anything about the information that we keep, contact details can be found at the end of this document.

Policy Statement

Whilst your child is on roll/attends one of our schools, the Education and Leadership will use information that we gather in relation to you and your child for various purposes. We might also need to continue to hold your personal data for a period of time after your child has left the school. Anything that we do with your personal data is known as "processing".

What information do we hold about you and your child and where do we get it from:

We will collect, hold, share and otherwise use information about you and your child as set out in the boxes below:

	<i>Where do we get it from?</i>	<i>Why we need it?</i>
Your data		
Your name(s)	Childs previous school Admission form	To identify you and address communications correctly
Your Date of Birth	Childs previous school Admission form	LA requirement
Relationship to the student	Childs previous school Admission form	To identify and address you correctly

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First Language and whether you require an interpreter/signer	Childs previous school Admission form	To ease communication with home
Whether you have parental responsibility	Childs previous school Admission form	To enable us to meet legal obligations
Home address (if different to the child)	Childs previous school Admission form	To send you information about our school
Telephone numbers	Childs previous school Admission form	To communicate with you especially in an emergency
Email address	Admission form	To send you updates and information
If there are any court orders relating to your child	Admission form	To enable us to meet legal obligations
If you are a member of the British Armed Forces	Admission form	Legal requirement
Your image – if you sign in to the school visitor system or visit the school	You	To help to identify the adults in the building
Emergency Contact Information for people you list		
Contact details	Admission form	To provide additional contacts for use in an emergency
About your child		
Child's legal name	Previous school Admission form	Legal requirement
Child's address	Previous school Admission form	Legal requirement
Your child's Unique Pupil Number (UPN)	Previous school Admission form	Legal requirement
Date of Birth	Previous school Admission form	Legal requirement
Ethnicity and language information	Previous school Admission form	Legal requirement
Details of previous schools	Previous school Admission form	Legal requirement
Medical/health information	Previous school Admission form Health professionals	To help support your child's educational, social and emotional needs
If your child is eligible for free school meals	Previous school Admission form	To make sure your child has a meal in our school
Attendance information	Previous school Admission form	Legal requirement

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SEND information	Previous school Admission form	To support your child's special educational needs
Looked after child (LAC) information	Previous school Admission form	To help support your child's educational, social and emotional needs
Key Stage 2 information (assessment results)	Previous school Department for Education	To support learning and provide an appropriate education
Ongoing academic data such as target grades, test results and exam grades	Previous school Teachers Your child	To support learning and provide an appropriate education
Behaviour data such as Attitude to learning grades, rewards points and C3/C4 information	Previous school Teachers Your child	To support learning and provide an appropriate education
Information relating to keeping your child safe	Previous school Teachers Your child	To keep everyone safe and provide appropriate support
Any private information they disclose to us such as sexual life or sexual orientation	Your child	To make sure that we are able to support any educational, health or social needs your child may have

Under the Data Protection Act 2018 the lawful bases we rely on for processing student information are:

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for Department for Education (DfE) census information
 - Section 537A of the Education Act 1996 o the Education Act 1996 s29(3)
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 - the Education (School Performance Information)(England) Regulations 2007
 - regulations 5 and 8 School Information (England) Regulations 2008
 - the Education (Student Registration) (England) (Amendment) Regulations 2013

How long will we hold your information?

We will hold information relating to you and your child only for as long as necessary. How long we need to hold on to any information will depend on the type of information but we

are legally required to keep some information until your child reaches the age of 25, even if they leave before the end of a Key Stage.

At the end of the school year where your child reaches the age of 25 all records are destroyed. If your child does not join our school we will destroy any information we hold about you within 3 months.

Who will we share information with?

We do not share information about you or our students with anyone without consent unless the law and our policies allow us to do so. When requested, we may share information about you or your child with:

- school that the student attends after leaving us
- our local authority
- youth support services (students aged 13+)
- the Department for Education (DfE) and/or Education & Skills Funding Agency (ESFA) as required by the law
- Health practitioners and authorities such as the NHS (e.g. Manchester University Hospitals NHS Foundation Trust), CAMHS, the school nurse
- Where your child changes school we will usually pass your child's information to your new school.
- We may share minimal data such as name and school year group with some partner organisations who we work with to provide support and services. The full list can be found here <https://www.eltrust.org/legal/privacy>

Keeping this information safe

It is very important that only people who need to use your information can see it. The school keeps your information safe by putting in place procedures and technologies to make sure all information about you and your child is safe, from when we collect it to when we destroy it.

Security procedures include:

- Entry controls for the site and buildings. All staff wear photo-ID on school or Trust lanyards. All authorised DBS-checked visitors wear photo-ID on orange school lanyards. Visitors/contractors wear photo-ID on red lanyards. Our door locks are programmed to only respond to the fingerprints of staff and students
- Secure lockable desks and cupboards. Desks, filing cabinets and cupboards should be kept locked if they hold confidential information of any kind.
- When and how data is destroyed when it is no longer needed. Paper documents should be shredded. Digital storage devices should be physically destroyed when they are no longer required.

- Equipment. Staff are trained to ensure that individual PC monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.
- Security of systems. Information about students is kept on a secure system which needs a personal log-in and password. Most staff can only see very limited information about you and your child's personal data.
- Minimal approach to data sharing. When we work with partner organisations we use as little data as possible to access their services, often no more than your child's name and email address.
- Training. We provide training to our staff and students on the importance of keeping data secure.

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this you should contact the headteachers PA in the first instance. (Contact details are on the school website)

You also have the right to:

- Object to what we are doing with your information (but remember that some of the things that we do have to be done by law)
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Make a claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with the headteacher's PA who will arrange a meeting with you. The school does not have to meet all of your requests but we will let you know where we are unable to do so.

Concerns

If you are concerned about how we are using your personal data then you can arrange to speak to somebody in school about it. Please contact the headteachers PA who will arrange an appointment with the school business manager or the Trust Data Controller: Mr K Mohamed (k.mohamed@eltrust.org)

If the matter is not resolved in school, if necessary you can contact our Data Protection Officer: Tom Powell, Head of Audit and Risk Management, Manchester City Council at schools.dpo@manchester.gov.uk

If there are still concerns, you can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.