

## Visitors

### How we Use and Protect Your Personal Information (Privacy Notice)

#### What data do we collect, hold or share?

- Name
- Company
- Purpose of visit
- Car registration details – if applicable
- Time of arriving and leaving
- CCTV images (where CCTV is in operation)

#### How do we collect data about you?

- Visitors book entries - provided to us by you directly
- CCTV

#### Why do we need to collect and use data about you?

- To enable us to maintain security within the school
- To comply with health and safety regulations (such as identifying everyone on site in the case of an evacuation)

#### How is your data stored?

- Your data is stored in the visitors book and retained in line with the retention schedule.
- Your image may be stored on CCTV where this is operation. This will usually be deleted after 14 days.

#### How/when is your data shared with 3rd parties?

- We would not normally share your personal data with any third party unless we were required by law or policy to do so.

# Inspiring Learners Your Privacy

## Trustees, Members and Governors How we Use and Protect Your Personal Information (Privacy Notice)

### What data do we collect, hold or share?

- Personal contact details
- Register of Interests
- Attendance records
- Skills data (where appropriate)
- Meeting minutes (may include your name and comments you have made)
- Committee Membership
- Panel membership e.g disciplinary, exclusions
- DBS Certification

### How do we collect data about you?

- Most data collected about you is provided to us by you directly.
- DBS Certification is obtained with your consent and provided by the Disclosure and Barring Service

### Why do we need to collect and use data about you?

- To enable us to contact you in relation to your governance responsibilities
- To comply with our legal obligations or to carry out a task in the public interest.

### How is your data stored?

- Your data is stored securely on school server with appropriate access restrictions.

### How/when is your data shared with 3rd parties?

- Names only, are published on the Trust or school website to meet statutory requirements.
- Names are also shared with the Local Authority for training purposes or Local Authority wide communication.
- Attendance is published on the Trust or School Website when required to meet our statutory obligations.
- Meeting minutes are public documents and can be requested under the Freedom of Information Act.
- We may need to share your personal information with the DfE if legislation or policies require us to do so.

### Accessing Data

- Should you need to access any of the personal data held about you please raise this with the Chair of the Governing Body or Trust Board (as appropriate) in the first instance and they will advise you of the steps you need to take.

NOTE: Complies with General Data Protection Regulations –Document last updated May 2018

# Inspiring Learners Your Privacy

## Pupils and Parents/Carers

### How we Use and Protect Your Personal Information (Privacy Notice)

#### Why do we need to collect and use data about you and your child?

Most personal information is used within school to help plan and deliver excellent care and learning support to ensure the highest quality of learning and development for each child.

- 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 (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

#### What type of data do we collect, hold or share about your child?

- Personal details and characteristics (such as name, address, emergency contact details, ethnicity, age, home language, gender, entitlement to free school meals)
- Medical/health information (such as GP details, allergies, medication, dietary requirements, accident/first aid records)
- Attendance records
- Special Educational needs
- Behavioural information
- Assessment information (such as test outcomes, pupil attainment records)
- Safeguarding Information
- Consent forms (for school trips, photographs)

#### ...and about you (parents or carers)

- Contact Details
- Bank details (if cashless payment system is in operation)
- Other information may be held only if relevant (such as accessibility needs, information from external agencies e.g. social services, health professionals, adoption agencies)

Please note: These lists are not exhaustive if you wish to discuss the full list of categories of information we process please speak to Mrs Spark.

#### How do we collect data about you and your child?

- Most data collected about you is provided to us by you directly. In most cases this is mandatory. If we request any information from you that is voluntary we will advise you of that at the time we request it.
- Some data is collected internally within the school (such as special educational needs, behaviour records, attendance information, pupil attainment information).
- Some data may be provided to us by external agencies (such as social services, educational support services e.g. educational psychology)

#### How is your data stored?

- Pupil data is held securely for the set amount of time shown in our data retention schedule.
- Data is stored securely on the school server and files with appropriate access restrictions. E.g. password protection and encryption for authorised users only.
- All members of the school workforce have a legal duty to keep information about you and your child confidential (unless in extreme circumstances where someone's safety is compromised)

#### How/when is the data shared 3rd parties?

- We are required by law to share certain personal data with others. We will not disclose your/your child's personal information without your consent unless the law requires us to do so.
- We may need to share personal data when requesting additional support, specialised support, funding and care.
- We may need to provide information to other organisations involved in your child's care, well-being and education (such as other schools, social services, local authority, the DfE, Inspiring Learners Multi Academy Trust).

#### Note: Accessing Data

Should you need to access any of the personal data held about you please raise this with Mrs Spark and she will advise you of the steps you need to take.

NOTE: Complies with General Data Protection Regulations – Document last updated May 2018

# Inspiring Learners Your Privacy

## Workforce (All staff)

### How we Use and Protect Your Personal Information (Privacy Notice)

#### Why do we need to collect and use data about you?

Most personal information is used within school to help plan resources to deliver excellent care and learning support and to ensure the highest quality of learning and development are achieved and maintained.

- to monitor performance and plan development opportunities for staff.
- to meet statutory requirements (such as retaining recruitment information, pre-employment checks etc.)
- to support effective management of all resources.
- To enable individuals to be paid (such as bank details)

#### What type of data do we collect, hold or share about you?

- Personal details and characteristics (such as name, address, national insurance number, emergency contact details, ethnicity, age, gender)
- Contract information (such as start date, hours, role, salary)
- Attendance records (absence numbers and reasons)
- Accidents (such as HS1 form)
- Recruitment data, Qualifications
- HR Records (such as pay review forms, disciplinary or grievance information)
- Appraisal records (such as objectives, feedback)

Please note: These lists are not exhaustive if you wish to discuss the full list of categories of information we process please speak to Mrs Spark

#### How do we collect data about you?

- Most data collected about you is provided to us by you directly. In most cases the data provided is mandatory. If we request any information from you that is voluntary we will advise you of that at the time we request it.
- Some data is provided by external agencies e.g. DBS, Payroll provider.

#### How is your data stored?

- Your data is held securely for the set amount of time shown in our data retention schedule.
- Data is stored securely on school/Trust server or in files all of which have appropriate access restrictions. E.g. password protection and encryption for authorised users only.

#### How/when is your data shared with 3rd parties?

- We are required by law to share certain personal data with others. (such as the DfE, the Trust) We will not disclose your personal information without your consent unless the law or policies require us to do so.
- Data relating to any grievance or disciplinary matter will be shared with the appropriate parties involved in that process.
- Data may be shared with 3rd party providers of services related to your employment (such as the payroll provider or pension provider)

#### Accessing Data

- Should you need to access any of the personal data held about you please raise this with the Chair of the Governing Body or Trust Board (as appropriate) in the first instance and they will advise you of the steps you need to take.

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