

Various Privacy Notices

Managing Security

To ensure the Trust premises are a safe environment for children, Trust employees, visitors and parents/ guardians, for example by the use of Security ID Cards, Visitor registration, Employee and Governor photographic displays. The types of personal information we need for this purpose include:

- Personal Images (Photographs)
- Name, vehicle registration (Visitor registration)

The purpose of this use of data is for public safety and the prevention of crime, and our legal basis for using the information in this way is a task in the public interest.

The Trust is the data controller. We may share this information with the Police or other certified investigators.

Our visitor records will be held for seven years.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

Closed Circuit Television Surveillance (CCTV)

To ensure the Trust premises are a safe environment for children, Trust employees, visitors and parents/ guardians by using CCTV.

The types of personal information we need for this purpose include:

- Personal Images (CCTV).
- Vehicle registration.

The purpose of this use of data is for public safety and the prevention of crime, and our legal basis for using the information in this way is a task in the public interest.

The Trust is the data controller. We may share this information with the Police or other certified investigators.

We retain CCTV footage for five days before it is overwritten. The information may be retained for a longer period if imagery is required for evidential purposes.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

Marketing Activities

We sometimes use personal information for marketing purposes, for example Trust prospectuses, newsletters (which include advertisements for events and products external to the Trust) and marketing emails to let you know what is available within the Trust and the wider community. Direct marketing only applies when communications are targeted to named individuals.

The personal information likely to be used for these activities is:

- Names.
- Contact Details.
- School Year/Class.
- Digital Images.

Where the activity is not directly linked to the Trust's provision of education we will be relying on your consent. We will seek the consent of the parent/carer, or where pupils are aged twelve or above, from the pupil themselves where the marketing is directed to them. As we are relying on your consent you can withdraw consent at any time by contacting the Trust.

Every effort will be made to delete the information when consent is withdrawn, but please note that where consent has been provided for publication, the Trust may not be able to locate and delete the information on request, although reasonable steps will be taken to do so.

Where consent has been provided for the use of personal information, and the pupil has left the Trust, we will rely on legitimate interests as our legal basis when retaining digital information for archiving purposes. If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the Trust office.

The Trust is the Data Controller for this information. The information might be shared with:

- Social Media applications.
- Communications providers (for example ParentMail).
- Trust website providers.
- Prospective parents (in the case of the prospectus).

No personal information is routinely available outside of the UK. However, where information is used on social media, in publications, or on our website we cannot restrict the access to such information to the UK.

The personal information will be retained for the duration of its purpose plus one year unless it is retained in perpetuity for archiving purposes.

You have the right to object to receiving marketing information from us. You should let us know if this is the case.

School Photos and Additional Activities

We are required by law to retain a photo of each pupil as part of our educational record. We sometimes wish to use digital images, e.g. photos, videos, audio recordings to enhance education provision, inclusion and recreation. When this is the case we will seek the consent of the parent/carer, or where pupils are aged 12 or above, from the pupil themselves. Where consent has been provided for the use of images, and the pupil has left the Trust, we will rely on legitimate interests as our legal basis when retaining digital images for archiving purposes. If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the Trust office.

As we will be relying on consent when displaying or publishing digital images, that consent can be withdrawn at any time simply by contacting the Trust. Every effort will be made to delete the images, but please note that where consent has been provided for the publication of the images, the Trust may not be able to locate and delete the image on request, although reasonable steps will be taken to do so.

The Trust is the Data Controller for this information. This information may be shared in order to celebrate successes or promote our education services. Please note we only share information required for that particular purpose and then only the minimum required. We may share digital images with your consent with:

- The Trust website provider.
- Local media.
- Trust photographer.
- Essex Records Office.
- Social Media platforms.

No digital images are routinely available outside of the UK. However, where digital images are used on social media, in publications, or on our website we cannot restrict the access to such images to the UK.

Additional Trust Activities

We may offer extra-curricular activities, for example recreational school trips, sporting events and pupil support services (e.g. Speech and Language Therapy). The types of personal information we may use include:

- Names.
- Emergency contacts.
- Health information.
- Date of birth.
- Passport information.

In these circumstances we rely on your consent. We will seek the consent of the parent/carer, or where pupils are aged 12 or above, from the pupil themselves. Permission for pupils to go on trips will be sought from the parent/carer. As we are relying on your consent you can withdraw consent at any time by contacting the Trust.

Personal information used for such purposes will be kept for the duration of the planning and execution of the event, and for as long post event is reasonable to handle any resulting queries or complaints.

No personal information is routinely available outside of the UK. However, in the case of overseas trips information will be used in other countries. Where this is the case, this will be with your consent and with appropriate safeguards in place.

Delivery of the Curriculum and Pastoral Care

We use personal information, for example:

- Names and address.
- Contact details.
- Date of birth.
- Education attainment.
- Emergency contacts.
- Family relationships.
- General case information.

We may also use special category personal information, for example:

- Health information.
- Ethnicity.
- Religion.

This information is provided by parent/carers, the local authority, and any previous education settings. It is used to deliver our statutory education duties and assure the health and wellbeing of our pupils. The legislation and Statutory guidance underpinning our services are:

All Trusts
Keeping Children Safe in Education
The Education (Pupil Registration) (England) Regulations, 2006
The Education Act 1996, 2002 & 2011
The Equalities Act 2010
The Trust Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
The Trust Admissions Code 2021
The Special Educational Needs and Disability Regulations 2014
The SEND Code of Practice Jan 2015
Working Together to Safeguard Children 2019
Sexual Violence and Sexual Harassment Between Children in Trusts and Colleges 2021
The Children and Families Act 2014
The Children Act 1989 & 2004
Trust Type Specific
<i>Academies</i>
Education and Training (Welfare of Children) Act 2021
<i>Secondary Education only</i>
The Learning and Skills Act 2000
The Education and Skills Act 2008
The Apprenticeships, Skills, Children and Learning Act 2009

The Trust is the Data Controller for this information.

This information may be shared to provide our education service. Please note we only share information required for that particular purpose and then only the minimum required. We may share information with:

- Central & Local Government.
- Health Providers.
- Other Education Providers.
- Regulatory Bodies, e.g. Ofsted, The Information Commissioners Office.

This information will be held for 25 years from the date of birth of the student. When a pupil changes Trust, this record will go with them and will not be retained by the previous Trust, other than to meet statutory returns.

Our Trust management system is provided under contract, and our contractors are data processors for this information.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

Managing Employment

Employee Records

We are required to maintain employee records for our staff. The type of information used in these records includes:

- Name and contact details.
- Date of Birth.
- Financial details.
- Vetting information.
- Pensions and payroll data.
- References.
- Performance data.

The records also contain special category personal information, for example:

- Ethnicity.
- Religion.
- Health information.
- Trade Union Membership.

This information is generally provided by you, and sometimes it is provided by others, such as:

- Previous employers.
- DBS service.
- Occupational Health providers.

The Trust is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis we rely on when using this personal information is our employment contract with you and legitimate interests. If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the Trust office. The legal basis we rely on for the special category personal data is Employment, Social Security and Social Protection, and Substantial Public Interest.

Sometimes we may share this personal information, for example with one or more of the following:

- Central and local government departments.
- Health providers.
- Other education providers.
- Regulatory bodies.
- Professional associations.
- Disclosure and Barring service.
- Insurance providers.

This information will be retained for a minimum of 7 years from the end of the employment contract.

Recruitment Records

We collect information when recruiting to vacant posts. The information is likely to include:

- Name.
- Contact details.
- Education history.
- Employment history.
- Vetting information.
- Referee contact details.
- Proof of identity (e.g. driver's licence, passport).
- Proof of right to work in UK where required.
- National Insurance Number.
- Proof of professional qualifications.

The records may also contain special category personal information, for example:

- Additional Needs (for interview purposes).
- Proof of right to work in UK where required.

This information is generally provided by you, and sometimes it is provided by others, such as:

- Previous employers.
- DBS service.
- Occupational Health providers.

The Trust is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis's we rely on when using this personal information is our Legitimate Interests and Legal Obligation. If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the Trust office. The legal basis we rely on for the special category personal data is Substantial Public Interest.

Sometimes we may share this personal information, for example with one or more of the following:

- Health providers.
- Referees.
- Regulatory bodies.
- Professional associations.
- Disclosure and Barring service.

For unsuccessful candidates this information will be retained for a minimum of one year. Successful candidates' information will become part of their employee record (see first section of this notice – Employee Records).

General Information

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

Managing Trust Governors/Trustees

To enable our Trust Governors/Trustees to carry out their official functions to support our Trust we use personal information, for example:

- Name and contact details.
- Declarations of interest.
- Vetting information.
- Digital images.
- Behaviour.
- Governance details – e.g. role, start and end dates and Governor ID).

The Trust is the data controller for this information. Data processors may support this activity through the provision of systems.

We are required by law to collect and use this information and our legal basis for using the personal information is our Legal Obligation under [section 538 of the Education Act 1996](#) and the [Academies Trust Handbook](#). Our legal basis for using special category personal information is Substantial Public Interest.

We sometimes need to share some information, for example with:

- Our local authority.
- The Department for Education (DfE).
- Other education providers.
- Regulatory Bodies.

Data is also entered manually on the Get Information About Trusts (GIAS) system and held by DfE. Some of this information (e.g. name and role on the board) is publicly available.

We will not share your personal data with anyone else without your consent unless it is permitted by law.

The information we use will be retained until the Governor/Trustee ceases to work with the Trust, plus one year.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

Managing Volunteers

We sometimes have volunteers who come in to support our Trust activities. We are required to collect some information about them, for example:

- Name and contact details.
- Vetting information.
- Relationship information.

Our legal basis for collecting and using this information is consent, but where we collect vetting information, this is on the basis of our Legal Obligation. Where we are using your information with your consent you can withdraw your consent at any time by contacting the Trust.

We will keep your information whilst you are volunteering at the Trust and retain for one year after your last support activity.

We also use personal information to:

- Help investigate any worries or complaints you have about your/your child's education.
- Keep track of spending.
- Check the quality of education delivery.
- To help with research and planning of new education initiatives.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

Online Payments

We use limited personal data about Pupils and Parents/ Guardians with online payment providers to manage payments to the Trust. The personal information used for this purpose is likely to include:

- Child's name.
- Child's identifiers (class, year, UPN).
- Dietary needs (where relevant).
- Medical needs (where relevant).
- Parent's names and contact details.

This information is shared with our online payments provider who works for us under contract. The Trust is the Data Controller and the online payment provider is the data processor. Our legal basis for using personal data for this purpose is that it is a task in the public interest.

The information will be retained in line with our statutory pupil record.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

Publishing Pupils' Coursework

We may wish to celebrate the achievements of pupils and promote the Trust through publishing of coursework. When this is the case, we will seek the consent of the parent/carer, or where pupils are aged 12 or above, from the pupil themselves. As we are relying on your consent you can withdraw consent at any time by contacting the Trust. Every effort will be made to delete the coursework, but please note that where consent has been provided for the publication, the Trust may not be able to locate and delete the coursework on request, although reasonable steps will be taken to do so.

Where consent has been provided for the use of coursework, and the pupil has left the Trust, we will rely on legitimate interests as our legal basis when retaining coursework for promotional purposes. If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the Trust office.

The personal information likely to be used in this activity is:

- Student name.
- School year.
- Coursework.

The Trust is the Data Controller for this information. The information might be shared with:

- Other pupils.
- Social media applications.
- Trust website providers.

No coursework is routinely available outside of the UK. However, where it is used on used on social media, in publications, or on our website we cannot restrict the access to the UK.

School Visitors

The Trust regularly receives visitors. Visitors may be from other organisations, or be emergency contacts for pupils, parent/carers or suppliers.

To ensure the safety of our students and staff we ask visitors to sign in on arrival. For this purpose, we collect the following data where relevant:

- Name.
- Car registration.
- Car make/model.
- Who they are visiting.
- The purpose of the visit.
- The date and time of arrival.
- The date and time of departure.
- A digital image of the visitor.

The records may also contain special category personal information, for example:

- Ethnicity (only if determined from the digital image).
- Religion (only if determined from the digital image).

The Trust is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis we rely on when using this personal information is a Task in the Public Interest as we undertake this activity to maintain a safe environment for our students, staff and visitors.

We do not share this personal information unless we are required to by law, or where it is necessary to protect others.

This information will be retained for a minimum of 7 years from the date of the visit.

General Information

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

Managing Trust Premises Lettings

We sometimes hire out Trust premises. We are required to collect some information about lettings, for example:

- Name and contact details.
- Email address.
- Phone number.
- Insurance details.
- DBS checks.

Our legal basis for collecting and using this information is contract.

We will keep your information whilst you are hiring Trust premises and retain for 2 years after your last contract with the Trust.

We also use personal information to:

- Perform our contract with you.
- Keep track of income.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

Educational Records for Ex-Pupils

We hold personal information, for example:

- Names and address.
- Contact details.
- Date of birth.
- Education attainment.
- Emergency contacts.
- Family relationships.
- General case information.

We also hold some special category personal information, for example:

- Health information.
- Ethnicity.
- Religion.

The law requires us to create pupil records and maintain them until the young person reaches the age of 25. When a pupil changes Trust, this record will go with them and will not be retained by the previous Trust, other than to meet statutory returns.

The information is provided by parent/carers, the local authority, the last education setting and any previous education settings.

The Trust is the Data Controller for this information. Our legal basis for processing personal data for this purpose is our Legal Obligation under The Education (Trust Records) Regulations 1989. Our legal basis for processing special category personal data is Substantial Public Interest (Data Protection Act 2018 Schedule 1, Part 2, section 6 (2) (a)).

This information may be shared in order to comply with any legal obligation to do so, for example with the Department of Education; or where we feel there is a good reason that's more important than protecting your privacy, for example if there are serious risks to others, to protect vulnerable individuals, or where we have reason to believe there has been criminal or fraudulent activity.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.