

# PRIVACY NOTICE:

## Parents & Carers

Schools within the Kennet School Academies Trust (Kennet School, Whitelands Park Primary School and Francis Baily Primary School) are required to hold and process personal data, including sensitive personal data, about you. The Trust acts as the data controller for the purposes of data protection law.

### Contact details

Equinox Learning Trust  
Stoney Lane, Thatcham,  
Berkshire RG19 4LL  
Telephone: 01635 862121  
Website: [www.equinoxlearningtrust.co.uk](http://www.equinoxlearningtrust.co.uk)  
Email: [office@equinoxlearningtrust.co.uk](mailto:office@equinoxlearningtrust.co.uk)

### What type of information do we have?

The personal data we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- 🔒 your name, address, telephone number, email addresses and contact preferences
- 🔒 bank account details
- 🔒 CCTV images captured on Trust sites

Some of this personal information is called special category data – this is information about you which is more sensitive and may include:

- 🔒 family circumstances
- 🔒 physical and mental health, including medical conditions, where this is necessary for us to manage the wellbeing of your child

We may also hold data about you which we have received from other organisations, including other schools or social services.

### Why do we need it?

We use this data to:

- 🔒 report to you on your child's attainment and progress
- 🔒 keep you informed about events and other notices relating to the Trust and its schools. This may include offering the sale of tickets to concerts and productions or to purchase items such as leavers' hoodies or additional, optional resources such as revision books
- 🔒 process payments for reimbursement of costs incurred, for example, where parents of disadvantaged pupils re-claim the cost of school uniform
- 🔒 provide appropriate pastoral care
- 🔒 protect pupil welfare
- 🔒 comply with our legal and statutory obligations

### How we collect the information and why we have it

We collect the information in a variety of ways such as through the data collection sheet completed by you when your child joins one of the Trust's schools; from correspondence with you; from the local authority or

from the Department for Education; from correspondence with agencies and healthcare professionals involved in your child's health and welfare; from your child's previous and future schools; from other parents and pupils.

Under GDPR, the lawful bases we rely on for processing this information are:

- ❶ **Legal Obligation:** In some cases, the Trust needs to process the data to meet the statutory duties placed upon it. For example, the Trust is required to collect names, address and contact details of all parents when admitting their child into one of its schools
- ❷ **Public Task:** The Trust needs to process the data in order to carry out a task in the public interest, ie to provide your child with an education.

Less commonly:

- ❸ **Consent:** You have given the Trust permission to use the data in a certain way, for example, a photograph. Where we have your consent to use your data, you may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent
- ❹ **Legitimate interest:** The Trust needs to process the data for your legitimate interests, such as selling tickets to events or the sale of hoodies.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

While in most cases you must provide the personal information we need to collect, there are some occasions when you can choose whether or not to give us the data. We will always tell you if it is optional. If you must give us the data, we will explain what might happen if you don't.

## Storing your information

We will keep personal information about you while your child is a pupil at a school in our Trust. We will also keep it after your child has left the school, where we are required to by law. We have a Data Retention Schedule which sets out how long we keep information. A copy is available on request.

We will keep your personal information securely on our computer network or in our database. Your child's paper file, which may contain your personal data, is kept in a locked filing cabinet. Teachers and other members of staff can only access the information about you that they need to do their jobs.

## What we do with the information we have

We do not share personal information about you with anyone outside the school without permission from you unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share your personal information with:

- ❶ our local authority or other local authorities if you don't live in the area covered by our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions;
- ❷ the Department for Education and our regulator 'Ofsted';
- ❸ health authorities, including speech and language therapists, occupational health therapists, physiotherapists or the school nursing team who carry out immunisations – to make sure your child receives the care they need at school and to keep them healthy;
- ❹ emergency services to help them to respond to an emergency situation which affects your child;
- ❺ police forces, courts and tribunals to comply with legal requests and obligations;
- ❻ other schools – when your child joins us and if they leave the Trust's schools for any reason;
- ❼ School Information Management System (SIMS) and FROG (Kennet's virtual learning environment) – to manage your child's education;
- ❽ travel companies – if your child goes on a school trip abroad;
- ❾ if someone makes a complaint about how the school has behaved, we may need to use your personal data to deal with this appropriately.

## Transferring data internationally

Where we transfer data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Requesting access to your personal data

Under data protection law, you have rights including:

- 🕒 **Your right of access:** You have the right to ask us for copies of your personal information
- 🕒 **Your right to rectification:** You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete
- 🕒 **Your right to erasure:** You have the right to ask us to erase your personal information in certain circumstances
- 🕒 **Your right to restriction of processing:** You have the right to ask us to restrict the processing of your information in certain circumstances
- 🕒 **Your right to object to processing:** You have the right to object to the processing of your personal data in certain circumstances
- 🕒 **Your right to data portability:** You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances

You are not required to pay any charge for exercising your rights. If you make a request, we will respond to it within one month of receipt. Please contact us if you wish to make a request: [Data Protection Officer](#).

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you have any questions about how we use your personal data, please let us know: [Data Protection Officer](#).

## How to complain

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance: [Data Protection Officer](#). Or you can contact the Information Commissioner's Office:

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline: 0303 123 1113

Website: [www.ico.org.uk](http://www.ico.org.uk) (contact page)