

# PRIVACY NOTICE:

## Parents & Carers: How we use your child's personal data

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:

- 🔒 name, address, telephone number and email address
- 🔒 names, addresses, telephone numbers and email addresses of parents or carers and those of other people we could contact in an emergency
- 🔒 date of birth
- 🔒 gender
- 🔒 religion
- 🔒 nationality, country of birth and home language
- 🔒 test and exam results and attitude to learning grades
- 🔒 attendance records
- 🔒 any medical conditions
- 🔒 details of achievements (house points, commendations and participation in House or school events)
- 🔒 details of any behaviour issues (including those which do not result in a sanction) or exclusions
- 🔒 photographs and videos
- 🔒 CCTV images.

Kennet School only:

- 🔒 bank account details to pay the 16-19 bursary to eligible Year 12 and 13 pupils.
- 🔒 personal email address of Year 11 and 13 pupils when they leave Kennet for use by the Careers team only.

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

- 🔒 ethnicity
- 🔒 details of any special educational needs
- 🔒 eligibility for free school meals
- 🔒 eligibility for the pupil premium grant

Kennet School only:

- ❶ biometric data (fingerprint);
- ❷ Covid vaccination status if attending an overseas trip.

### Why do we need it?

We use this data to help run the school, including to:

- ❶ get in touch with pupils and their parents when we need to
- ❷ check how pupils are doing and work out whether they or their teachers need any extra help
- ❸ look after pupils' wellbeing and to keep them safe
- ❹ track how well the school as a whole is performing
- ❺ comply with the law and the legal duties placed upon us

### 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 parent/carers when their child joins Kennet School; 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 **Public Task:** We need to process the data in order to carry out a task in the public interest, ie to provide pupils with an education.
- ❷ **Legal Obligation:** In some cases, we need to process the data to meet the statutory duties placed upon us. For example, the school must complete census information for submission to the Department for Education.
- ❸ **Vital Interests:** The processing is necessary to protect someone's life, ie recording of information regarding medical conditions or allergies.
- ❹ **Consent:** The school requires permission from pupils to use personal data in a certain way. For example, consent is necessary to use photographs and videos more publicly to promote the schools through marketing materials, e.g. school displays, school prospectuses, newsletters, the schools' websites, social media and other marketing channels.

Where we have permission to use personal data, pupils and/or parents/carers may withdraw this at any time by contacting [office@equinoxlearningtrust.co.uk](mailto:office@equinoxlearningtrust.co.uk). We will make this clear when we ask for permission and explain how to go about withdrawing consent.

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

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

### Storing your information

We will keep personal information about our pupils while they are a pupil at our school. We will also keep it after they have 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 personal information securely on our computer network or in our database. Paper pupil files are kept in a locked filing cabinet. Teachers and other members of staff can only access the information about pupils that they need to do their jobs.

### What we do with the information we have

We do not share personal information about pupils with anyone outside the school without permission, 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 pupils' personal information with:

- ❶ our local authority or other local authorities if a pupil doesn'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 Ofsted
- ❸ the pupil's family and representatives – to share information about their child and their education including academic progress and welfare concerns
- ❹ health authorities, including speech and language therapists, occupational health therapists, physiotherapists or the school nursing team who carry out immunisations – to make sure pupils receive the care they need at school and to keep them healthy
- ❺ emergency services to help them to respond to an emergency situation which affects a pupil
- ❻ the police to help them with their investigations
- ❼ other schools – when a pupil joins or leaves for any reason
- ❽ School Information Management System (SIMS) and FROG (Kennet School's virtual learning environment) – to manage your education
- ❾ suppliers of teaching and learning resources and analysis tools – to help us track how well pupils are doing and how well the school as a whole is doing, and to provide teaching and learning resources to help pupils
- ❿ travel companies – if pupils go on a school trip in the UK
- ⓫ if someone makes a complaint about how the school has behaved, we may need to use your child's personal data to deal with this appropriately.

Kennet School only:

- ❶ universities and colleges including UCAS and other organisations involved in higher education;
- ❷ examining bodies – to allow them to carry out their obligations and provision within our education setting
- ❸ travel companies – if pupils go on a school trip abroad
- ❹ companies involved in our work experience and careers programmes.

## 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

- ❶ **Right of access:** Individuals have the right to ask us for copies of the personal information we hold about them. This is done via a subject access request. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Please refer to our Subject Access Request Procedure.

Under data protection, individuals have rights including:

- ❶ **Right to rectification:** Individuals have the right to ask us to rectify information they think is inaccurate. They also have the right to ask us to complete information they think is incomplete.
- ❷ **Right to erasure:** Individuals have the right to ask us to erase their personal information in certain circumstances.
- ❸ **Right to restriction of processing:** Individuals have the right to ask us to restrict the processing of their information in certain circumstances.
- ❹ **Right to object to processing:** Individuals have the the right to object to the processing of their personal data in certain circumstances.
- ❺ **Right to data portability:** Individuals have the right to ask that we transfer the information they gave us to another organisation, or to themselves, in certain circumstances.

A charge is not payable for exercising these rights. If a request is made, we will respond to it within one month of receipt. Please contact [Data Protection Officer](#) if you wish to make such a request.

Where we are processing pupils' personal data with their consent, they and/or their parent/carers have the right to withdraw that consent. If you or your child change your minds or have any questions about how we use your child's data, please let us know by contacting our [Data Protection Officer](#), your child's tutor or Head of House.

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*)