Privacy Notice for Alexandra Academy Trust Families - GDPR compliant

Introduction

Everybody has a right to have their personal information kept confidential; this includes the children who attend the Academies and Nurseries within the Alexandra Academy Trust and their families. The Alexandra Academy Trust are committed to protecting pupils' and families' privacy. These rights are also part of the law, the General Data Protection Regulation which is a European Union regulation that the UK government has decided to keep into the future.

Why does the Trust have to issue this Privacy Statement?

The Trust is classed as a Data Processor because its Academies and Nurseries process data, for example they share some attainment data with the Department for Education. Because the Trust also decides to have some internal systems, such as having systems to make sure the Trust treats everybody equally, then the Academies and Nurseries are also Data Controllers. The law requires that we must therefore keep data (personal information) confidential and secure. We must also tell families about what data we keep, why and how we intend to keep it secure.

Why do we keep data?

The Trust uses data (personal information) for the following main reasons:

- To record who is on Academy and Nursery rolls (our admissions)
- To record Academy and Nursery attendance
- To assess how well pupils are attaining and to predict how they might attain in the future
- To help keep children safe and healthy (protecting pupils' welfare)
- To make sure that we give equal treatment to all children
- To support the social life of the Academy Trust community

The Alexandra Academy Trust receives data, works with it, stores it and shares it with others on the legal basis of *Public Task*. This means that these activities are tasks that the Academies and Nurseries have to carry out.

The Trust will ask for families for *consent* to our using other data, such as photographs.

Keeping your information private

The Alexandra Academy Trust will make every effort to keep your information private. We will lock away paper records and make sure that the computer systems are secure. We will work hard to:

- Prevent any data being lost
- Prevent any data being stolen
- Prevent any data from being deleted inappropriately
- Prevent data being seen by people who have no right to see it
- Prevent data being altered inappropriately

Our laptop computers and other portable devices are protected with passwords and encryption. Any desktop computers that have sensitive information on are also protected with passwords and encryption. Our server is kept secure and backups are completed remotely. The members of staff do not share passwords or leave equipment or paper records in vulnerable places. The Trust has robust policies on the use of mobile phones and cameras.

The Trust receives confirmation from other parties who have access to pupil data (for example a company may help the Academies to analyse pupil attainment) that they comply with the General Data Protection Regulation.

To help keep children safe it is important that the adults looking after children know if there are any health issues that they have. Although we will share this information, we will only share it with people who need to know it to keep your children safe and healthy.

The Trust has asked Lyndsey Tasker (Trust Business Manager) to look after pupils' information. We have also appointed a **Data Protection Officer:**
Ben Cain/Kirsty Robson who work for a company called SAM People in Association with Impero. The DPO telephone line is 01924 9073193 or email dpo@feps.co.uk

The Trust Board has a Trustee who also looks after pupils' information. The Trustee is **Mr Alan Guildford**.

Families' Data

The sort of data that is personal or sensitive and which should be kept private includes:

- Your family's full name, address and other contact details
- Anything to do with health and welfare
- Anything to do with your religion (if you follow a religion) and your ethnicity
- How your children are getting on in school

The Trust will ask every family to play their part in protecting other people's personal information (or data) which is why we ask all the children in Key Stage 2 to sign an Acceptable Use Policy. The children and their families have the *right* to have their data kept confidential and we ask you to share the *duty* to maintain other people's confidentiality.

The Trust might have to change this notice if there are changes to the law or if the Trust decides policy changes are needed. Signed

Mrs Pamela Simpson
CEO Alexandra Academy Trust
May 2022