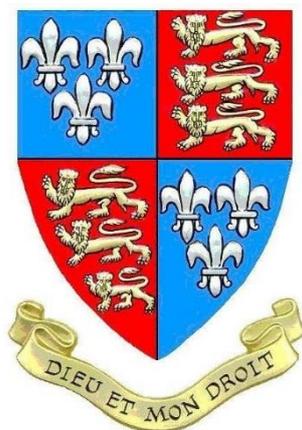


# The KEVIET Trust



## GDPR Privacy Notice

Author: Mr James Lascelles & Mrs M. Gibbons  
Designation: Headmaster & Clerk  
Date: May 2018

Date approved : May 2018  
Committee Chair : Andrew Harrison  
Next review Date : May 2021

# GDPR Privacy Notice

## Executive Summary

This privacy notices supplements the consent that we already hold from you under the Data Protection Act and confirms that:

- King Edward VI Education Trust has a legal and legitimate interest to collect and process your personal data in order to meet our statutory requirements.
- Explains how your data is used.
- Confirms that King Edward VI Education Trust may share your or your son/daughter's data with the DfE, the LA or other related linked health, education or welfare agencies.
- King Edward VI Education Trust will only share data to other third parties where the law and our related legitimate interests require us to do so.
- King Edward VI Education Trust we will always ask for explicit consent where this is required.
- Your data is retained in line with the school's GDPR Data Protection Policy.
- Where to find out more information about the processing of my personal data and your rights.

***You do not have to do anything else unless you want to alter or change any aspect of your existing consent in which case you should get in touch with Rhona Adam to discuss this.***

## **Who processes your information?**

King Edward VI Education Trust is the data controller of the personal information you provide to us. This means the Trust determines the purposes for which, and the manner in which, any personal data relating to the pupils of King Edward VI Grammar School ("the school) and their families is to be processed. King Edward VI Education Trust has appointed a Data Protection Officer who acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 01507 600456 or [reception@kevig.sch.uk](mailto:reception@kevig.sch.uk).

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that King Edward VI Education Trust upholds are imposed on the processor.

## **Why do we collect and use your information?**

### **Pupils and Parents**

King Edward VI Education Trust holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE.

### **Staff**

King Edward VI Education Trust holds the legal right to collect and use personal data relating to staff in order to facilitate recruitment; safeguarding; HR & Payroll functions - including performance management processes, and we also receive information from their previous employers in the form of a reference.

In both areas [*Pupils and Parents, and Staff*] we collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To safeguard pupils
- To provide appropriate pastoral care
- To provide effective communication between the school and parents
- To assess the quality of our service

- To comply with the law regarding data sharing

For staff In accordance with the above, personal data is collected and used for the following reasons:

- To support initial recruitment and future deployments
- To support staff development
- To monitor and report on staff progress
- To safeguard pupils
- To provide appropriate pastoral care to staff
- To provide effective communication between the school and staff
- To assess the quality of our service
- To comply with the law regarding data sharing

### **Which data is collected?**

The categories of information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results; qualifications
- Relevant medical information
- Information relating to special educational needs
- Behavioural information – e.g. number of temporary exclusions
- Photographs – these are used to aid our records management and attendance procedures
- Post 16 learning information
- For employees personal financial information to enable us to process our HR and payroll duties.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How long is your data stored for?**

Personal data relating to pupils at King Edward VI Education Trust and their families is stored in line with the school's GDPR Data Protection Policy.

### **Will my information be shared?**

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. King Edward VI Education Trust is required by law to provide

information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

King Edward VI Education Trust will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Staff to enable the school to fulfil its legitimate interests to provide education and care.
- Pupils' destinations upon leaving the school e.g. University; Employers via reference requests or confirmation of qualifications/attendance etc.
- The LA
- The NHS and related welfare and care agencies [as required]
- The DfE
- Educational Welfare Officer
- Social Services and Mental Health Services [if required to do so]
- Local Police (if required to do so)
- External companies related to attendance on various trips, travel and events

The school routinely shares staff information with:

- As above where there is a legitimate school interest to do so e.g. a related safeguarding incident or where suspected criminal activity has occurred or to provide travel companies with the appropriate information for their records or for related purposes to facilitate the school's functions.
- Our HR/Payroll providers to facilitate payroll.
- Your nominated pension provider [Teachers Pension or Local Government Pensions]
- To provide other information to third parties related to employment with us e.g. providing references to other organisations when requested or to provide workforce census information in macro form to the DfE or EFSA; or to facilitate ordering or purchasing.

### **Sharing information related to disciplinary and pastoral matters**

In order to fulfil the school's legal obligations as a public authority to safeguard children; to alert other organisations to potential criminal activity and as part of our statutory duties to investigate and resolve behavioural matters the school's duty to under section 3, 4 and 6 of the GDPR may require it to:

- Share information with third party agencies to facilitate their investigations or enquiries.
- Share information [*where appropriate*] about the event or incident with other involved parties [teachers, parents, and students] in order to fully investigate the incident.
- Within the terms of the GDPR this may include the sharing and processing of information provided to us from electronic communications; e mail; social media screen shots or video footage; CCTV or other similar communications where doing so assists the school in carrying out its statutory duty to investigate incidents of bullying; anti-social behaviour or other breaches of the school's rules or terms of employment.

### **Students from the age of 13 and over.**

Once our pupils reach the age of 13, we are required by law to pass on certain information to our LA or providers of youth support services, who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data of pupils who are aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all pupils and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Once pupils reach 16 years of age, this right is transferred to them, rather than their parents. For more information regarding services for young people, please visit our LA's website: <https://www.lincolnshire.gov.uk/young-people>.

We are also required to pass certain personal information to careers services once pupils reach the age of 16.

### **What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how King Edward VI Education Trust uses your personal data.
- Request access to the personal data that King Edward VI Education Trust holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

### **Concerns**

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. If you have a concern about the way King Edward VI Education Trust and/or the DfE is collecting or using your personal data, you should contact our DPO in the first instance and if unsatisfied then raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

---

