



Privacy Notice

GDPR_REC_4.1 v1.01 (Private)

Policy Version Control	
Policy type	Academy Trust
Policy prepared by (name and designation)	Heather Ferguson Director of Operations
Last review date	
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Date of Board of Trustees approval	15 th May 2018
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Online privacy statement

Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

Who are Lingfield Education Trust?

We are a trust family of six schools in the Tees Valley, Heathfield Primary, Hurworth Primary, Northwood Primary, Corporation Road Primary, Mount Pleasant Primary & Hemlington Hall Academy. We also have a Speech & Language Resource Base, SEND Resource Bases for pupils with Complex Learning Needs, Social Communication provision for children with Social Communication difficulties and we also manage the Low Incidence Needs Team for Darlington.

What does Lingfield Education Trust collection your information for?

We obtain information about you when you use our website.

We collect information on your child/children to educate them in a secure, safe and nurturing environment. We address any specific needs your child/children may have to make their learning experience the best it possibly can be.

We also collect parental information to keep you informed of your child's/children's progress in school as well as opportunities that may present themselves during the academic year.

We also collect information when you voluntarily complete surveys, undertake enquiries on our website, log requests with us, provide feedback to us and participate in any events we may hold.

We use pupil's data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To enable us to carry out specific functions for which we are responsible
- Assess performance and to set targets for schools

How does Lingfield Education Trust use your information?

In order for us to provide your child/children with the best experience at Lingfield Education Trust we need to collect personal data to enable us to educate your child/children under the requirements set by The Department of Education and the Education Funding Agency. All information relating to your child/children is used to enhance their personalised learning goals and if additional support is required for SEN or health-related matters.

Data relating to a person(s) of parental responsibilities is used to keep them informed of their child's/children's progress and for emergency purposes.

In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

What about marketing?

In terms of being contacted for marketing purposes Lingfield Education Trust would contact you for additional consent.

We are really proud of the things we do at our Trust and we are keen to tell people about the wonderful things we do. We would like to send you information about our news and services which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes or giving your information to third parties. If you no longer wish to be contacted for marketing purposes, please contact us immediately.

Will Lingfield Education Trust share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to Lingfield Education Trust in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with Lingfield Education Trust's procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

We share pupil's data with other schools for information sharing purposes in preparation to accept new pupils into our Trust of schools. We also share pupil information in preparation for the time when pupils leave our care and move on to new educational establishments.

We share pupil's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

How will Lingfield Education Trust use the personal data it collects about me?

Lingfield Education Trust will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. Lingfield Education Trust is required to retain certain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific government requirements, business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

Under what circumstances will Lingfield Education Trust contact me?

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

What if the information you have on me is inaccurate?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

Can I find out the personal data that the organisation holds about me?

Lingfield Education Trust at your request, can confirm what information we hold about you and how it is processed. If Lingfield Education Trust does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Lingfield Education Trust or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

What forms of ID will I need to provide in order to access this?

Lingfield Education Trust accepts the following forms of ID when information on your personal data is requested such as:

- Passport
- driving licence
- birth certificate
- utility bill (from last 3 months)

Contact details of the Data Protection Officer (DPO):

	Data Protection Officer (DPO) contact details
Contact Name:	DPO
Address line 1:	Lingfield Education Trust
Address line 2:	Lingfield House
Address line 3:	Lingfield Point
Address line 4:	Darlington
Address line 5:	DL1 1RW
Address line 6:	
Email:	dpo@itsystems.uk.net
Telephone:	0843 8868661