

Data Protection Privacy Notice for Pupils and Guardians

Under data protection law, you have the right to be informed about how your school uses any personal data it holds about you or your child. We comply with this right by providing privacy notices to individuals where we are processing their personal data. This document describes the information we collect about you and your child, and how we use and share this information

Beecholme Primary School, Chipstead Valley Primary School, Keston Primary School and New Valley Primary School are all part of PACE Academy Trust. Under data protection legislation PACE Academy Trust is the data controller of the personal information we hold. PACE Academy Trust designates Zoe Harris as its representative with regards to data protection.

The postal address of the trust is: c/o Chipstead Valley Primary School, Chipstead Valley Road, Coulsdon, Surrey, CR5 3BW.

How we use pupil information

PACE Academy Trust collects and stores personal information relating to our pupils and may also receive information about them from their previous school, local authority and Department for Education (DfE). We use this information to:

- Support your child's learning
- Monitor and report on their progress
- Provide appropriate care and safeguarding for pupils and staff
- Administer admissions waiting lists
- Assess the quality of our service
- Comply with our legal and regulatory obligations

The information we hold may include names, addresses and contact details, names and addresses of parents or carers, national curriculum assessment results, attendance information, exclusion information, where your child moves on to when they leave us and other unique pupil identifiers. It may also include sensitive personal characteristics such as their ethnic group, language, country of birth, free school meal eligibility, any special educational need, and relevant medical information. We also keep photographs of the children for safeguarding and identification reasons: we will ask for your consent to any additional use of your child's photograph. If you give consent for these additional uses, you may change your mind at any time.

The information we hold is data that has either been provided to us by you, or other public bodies (such as a previous school or the local authority), or data which we have gathered

(e.g. attendance and attainment records) during the course of your child's education. The trust is obliged to record this information to carry out its duties as a public body.

The trust may identify additional uses of this data, which may be of benefit to your child or the school community. Examples may include optional extra-curricular activities, fundraising or our school promotional events. We will always seek your consent before using the data for these reasons. If you give consent, you may change your mind at any time.

We do not share information about our pupils with anyone without consent unless the law, our policies or regulatory requirements require us to do so. Where we are processing your child's personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of their personal data, please let us know by contacting the relevant school office.

We are legally obliged to share pupil data with the Department for Education (DfE). The DfE use this data for school funding and educational attainment policy and monitoring.

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013), to pass some information about our pupils to the Department for Education (DfE). This information may, in turn, then be made available for use by the Local Authority.

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools> We may also share data with approved third parties or contractors in order to support your child's education, health and wellbeing. Examples may include health and SEN support professionals, service suppliers (such as catering, payment processing services and communication tools). The information shared may include sensitive personal information such as information about your child's health, special educational needs, or disabilities. This information is used to provide the correct services to support your child, is shared on a strictly need to know basis and is communicated securely.

Use of your personal data for filtering and monitoring purposes

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. Safeguarding and Child Protection policy, ICT Acceptable Use Policy) and our legal obligations
- Keep our network and devices safe from unauthorised access and prevent malicious software from harming our network.

How long do we keep information? We keep information for as long as the law requires or until it is no longer required. The trust has a document retention policy that explains in detail how long we keep information. You can find the policy on our website - paceacademytrust.com.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information that we hold about them. Requests for access to your personal information must be recorded in writing. You may make the request verbally by speaking to a member of staff who will record your request.

Alternatively, you may use our Subject Access Request Form or write your own letter addressed to the Headteacher sent care of our nominated Data Protection Officer: Andrew Trelford, OpenAIR systems Limited, Unit 20 Capital Business Centre, Croydon, Surrey, CR2 OBS, or submit an email request to:

Beecholme Primary	beecholme.sars@openair.systems
Chipstead Valley Primary	chipstead.sars@openair.systems
Keston Primary School	keston.sars@openair.systems
New Valley Primary	newvalley.sars@openair.systems
PACE Multi- Academy Trust	paceacademy.sars@openair.systems

Further information is available in our Data Protection Policy which can be found on our website – paceacademytrust.com. For further queries about the data we hold, please contact the relevant Head or contact the relevant school office.

If you have a concern about the way we collect or use your personal data, we invite you to raise the matter with us in the first instance. Alternatively, you can contact the Information Commissioner's Office: Online at: <https://ico.org.uk/concerns/>

By post:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

By telephone: 0303 123 113 or 01625 545 745

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