



**The Kite
Academy
Trust**
Flying high
together



KITE ACADEMY TRUST

PRIVACY NOTICE FOR PUPILS AND FAMILIES ACCESSING
KITE INCLUSION TEAM SERVICES

Privacy Notice for Pupils & Families: provided to Parents and Carers

This letter is about how we use information about you and our pupils and what we do with it. We call this information ‘personal data’ or ‘personal information’.

Who We Are

The Kite Inclusion Team (which incorporates our Family Support Workers) is part of the Kite Academy Trust. The Academy Trust is the organisation which is in charge of your personal information. This means the Kite Academy Trust is called the Data Controller.

The postal address of the Kite Academy Trust Central Office is: c/o Holly Lodge Primary Academy, Stratford Road, Ash Vale, Surrey, GU12 5PX.

If you want to contact us about how the Kite Inclusion Team use your personal information you should contact your academy Inclusion Leader in the first instance. The Kite Academy Trust Data Protection Officer is Jayne Godolphin who can be contacted by email at dpo@kite.academy or by telephone on 01252 984930.

How we use Pupil/Family Information

We [the Kite Academy Trust] collect and hold personal information relating to our pupils & families and may also receive information about them from their previous school, local authority, health care providers and/or the Department for Education (DfE). We use this personal data to:

- provide, co-ordinate and evaluate family support services for your family
- support individual learning
- monitor and report on individual progress
- provide appropriate care for our pupils; and
- to comply with the law about sharing personal data

This information can include name, contact details, national curriculum and school-based assessment results, attendance information, any exclusion information, where our pupils go after they leave us and personal characteristics such as ethnic group, entitlement to FSM, any special educational needs our pupils may have as well as relevant medical information.

We will also use photographs of pupils. More details about this are in our Photographic Image Policy. This policy can be found on the Kite Academy Trust website (www.thekiteacademytrust.org) or obtained from the academy office.

The use of this information for these purposes is lawful for the following reasons:

- The Kite Academy Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education. This means we have a real and proper reason to use your information.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent, we will explain to you what we want to do and ask you for consent. This is most likely to be when we are involved in activities which are not really part of our job as a Multi Academy Trust but we are involved because we think it would benefit our pupils. If you give your consent, you may change your mind at any time.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it and/or there is a legal requirement for the Kite Academy Trust to collect it. If there is no legal requirement, we will explain why we need it and what the consequences are if it is not provided.

When We Give Your Information to Others

I agree that information about me can be shared with other professionals and organisations where this is necessary, to provide, coordinate and evaluate services to support the family. I understand that this may include health organisations, education, housing and social care, as well as services that have been obtained both locally and across Surrey to coordinate, evaluate and provide early help support to families.

I understand that information about me will only be shared without my consent if the information suggests a person is at serious risk of harm or to prevent a crime being committed. Where the information suggests significant harm to an infant, child or young person, Surrey Safeguarding Children Partnership procedures (SSCP) will be followed and this has been explained to me.

We will be sharing your child's data with you to enable you to understand the educational progress of your child. Where appropriate, we will listen to your child's views regarding the sharing of their data. We will also take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have.

The information disclosed to these people/services will include sensitive personal information about your child. Usually this means information about your child's progress, health and any special educational needs or disabilities which your child may have. We do this to ensure these people/services have the information they need so that they can provide the best possible support for you and your child.

Our disclosure of personal data is lawful for the following reasons:

- The Kite Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling and family support. This is a function which is in the public interest.
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above.
- We will not usually need consent to disclose pupil information. However, if at any time it appears to us that we would need consent, this will be sought before a disclosure is made.

We do not normally transfer personal information to a different country which is outside the European Economic Area. This would only happen if one parent lives abroad or if your child moves to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws, for example. If we cannot be sure that it is safe, we will talk to you about it and make sure that you are happy for us to send your information. As this is not something we normally do, and we don't know which country we might need to send your information to, we cannot tell you more about it now but if we want to transfer your data to a different country, we will tell you whether or not we think it is safe and why we have decided that.

How Long We Keep Your Information

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have will be in our pupil file. We keep these until the pupil moves to another school, at which point send the pupil file to the child's new school. We have a policy which explains how long we keep information. It is called a Records Retention Policy and you can find it on our website or ask for a copy from the academy office.

Your Rights

- You can ask us for a copy of the information we have about you.
- You can ask us to correct any information we have about you if you think it is wrong.
- You can ask us to erase information about you (although we may have good reasons why we cannot do this).
- You can ask us to limit what we are doing with your information.
- You can object to what we are doing with your information.
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection (GDPR) & Freedom of Information Policy which can be found on our website or you can ask for a copy from the academy office.

Complaints

You can complain about what we do with your personal information to the Kite Data Protection Officer at dpo@kite.academy. If you are not happy with our answer to your complaint, you can complain to the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.