

Kenilworth Multi Academy Trust

Privacy Notice for Students, Staff and Parents How we use your information

Who are we?

Kenilworth Multi Academy Trust (KMAT) otherwise known as:

- Kenilworth School and Sixth Form
- The Westwood Academy

Kenilworth Multi Academy Trust is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Kenilworth Multi Academy Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA495703

You may contact the Trust as the Data Controller by:

Email: school@ksn.org.uk Your email should be Titled: FAO Data Protection Officer for
KMAT

Letter: Data Protection Officer, Kenilworth Multi Academy, Leyes Lane, Kenilworth,
Warwickshire, CV8 2DA

Phone: 01926 859 421

or in person at the Trust

Our Data Protection Ethos

It is the ethos of KMAT to process personal data with **lawfulness**, **fairness** and **transparency** as defined in UK GDPR Article 5(1)(a).

Our **Lawful** processing ensures that we have appropriate lawful basis (or bases if more than one purpose) for processing your personal data.

To achieve **Fairness** we handle personal data in a way that individuals expect and do not use it in ways that leads to unjustified adverse effects.

Of great importance, we process personal data in a **Transparent** manner and are clear, open and honest to individuals and comply with the transparency obligation of the right to be informed.

As technology takes ever greater strides, KMAT aims to harness its capabilities to help manage contact with our community. Data Protection by Design will be at the centre of all we do.

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our students, staff and parents.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic

origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about students, staff and parents?

The student, staff and parent information that we collect, hold and share includes:

Students

- Personal information including name, date of birth, unique number and home address
- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information such as sessions attended, number of absences and absence reasons.
- Educational information including records of work, assessment results, relevant medical information, details of students' special educational needs, exclusions/behavioural information, post-16 learning information and qualifications.
- Contact information for parents, carers and other relatives, including telephone numbers, home addresses and e-mail addresses.
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.
- CCTV images captured in school
- Photographs

Staff

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence/passport
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

Why do we use personal information?

We use student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard students
- administer admissions waiting lists

We use staff data to:

- develop a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies

- enable individuals to be paid and receive other staff benefits
- ensure that we can act in an emergency
- enable you to be paid
- safe recruitment as part of our safeguarding obligations towards pupils
- support effective performance management
- inform our recruitment and retention policies
- allow better financial modelling and planning
- enable equalities monitoring
- improve the management of workforce data across the sector
- support the work of the School Teachers' Review Body

Collecting student and staff information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

1) To comply with the law

Legal obligation: this is processing that is necessary to comply with the law.

We collect and use general purpose information in order to meet certain legal requirements and legal obligations placed upon the school by law. We therefore are required to process personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is detailed in this document.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the school.

2) To protect someone's vital interests

Vital interests: this legal basis would only be used if the processing is necessary to protect someone's life.

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

For example, with the emergency services.

3) With the consent of the individual to whom that information 'belongs'

Consent: in certain circumstances we ask students or their parents and staff to give clear consent to process their personal data for a specific purpose.

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

For example, photographs, health information for school trips and vaccinations.

4) To perform a public task

Public task: the processing is necessary for KMAT to perform a task in the public interest to educate students or for our official functions within education. Most, but not all, student and staff data is processed using the Public Task as our legal basis for processing.

It is a day-to-day function of the school to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that students are properly educated and supported by the school staff.

5) To comply with a contract we have with you or because you have asked us to take specific steps before entering into a contract

Contract: this processing is necessary to fulfil the contract we have with you, or because you have asked us to take specific steps before entering into a contract.

We are able to process personal information in order to comply with the contract that we have with you. This will apply to staff data and rarely to student data.

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Processing relates to personal data which is manifestly made public by the data subject
- 3) Necessary for establishing, exercising or defending legal claims
- 4) Necessary for reasons of substantial public interest
- 5) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 6) Necessary for archiving, historical research or statistical purposes in the public interest

Data Sharing

We only share information about students and staff with any third party if a clear legal basis for processing has been determined.

Who might we share your information with?

We routinely share information with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education*
- *The student's family and representatives*
- *Educators and examining bodies*
- *Our regulator [specify as appropriate, e.g. Ofsted, Independent Schools Inspectorate]*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations*
- *Central and local government*
- *Our auditors*
- *Survey and research organisations*
- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*

- *Professional advisers and consultants*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Schools that students attend after leaving us*
- *Professional bodies*
- *Employment and recruitment agencies*

We do not share information about our students, staff or parents unless the law and our policies allow us to do so.

Data processors

In order to ensure the everyday running of KMAT and to educate our students we require 3rd party suppliers to process data on our behalf.

In a similar way to KMAT as the data controller, our data processors have to protect people's personal data – but they only process it in the first place on our instructions. They wouldn't have any reason to have the data if we hadn't asked them to do something with it. They MUST do as we instruct them.

The following companies (but not limited to) act as our major data processors throughout the Trust:

Reason for processing	Supplier name
Information Management System including Finance	ESS SIMS
Online learning	Tassomai
Assessment data storage	SISRA, 4Matrix (New Media Learning Ltd)-
Data integrator including FSM voucher access	Community Brands (formerly Groupcall), Wonde, Edenred
Parent communication	ESS SIMS InTouch
Safeguarding, student information/seating plans/house points and sanctions	ClassCharts, CPOMS, Satchel One (TeacherCentric Ltd)
Cashless system in dining area	Cunninghams, Civica Ltd (formerly Nationwide Retail Systems Ltd)
Payments	ParentPay
Parent Evenings	School Cloud
School trips	Evolve – (EduFocus Ltd)
Staff payroll, access and HR	Your HR, My Employment' (Zellis application), Coventry payroll DBS portal

Data collection requirements:

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>.

What do we do with your information?

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The school monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

How long do we keep your information for?

In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, parents and students have the right to request access to information about them that we hold.

To make a request for your personal information, or to have access to your child's educational record, contact the School using the details above.

****Please ensure you specify which school your request relates to.**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the manner we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Review

The content of this Privacy Notice will be reviewed June 2022