



**PRIVACY NOTICE – PARENTS/CARERS/GUARDIANS AND PUPILS**

This Data Protection Privacy Notice explains what personal data EKC Schools Trust collects and uses for the purposes of delivering and supporting your child’s education. We will only use your data and your child’s data for these purposes. We undertake to keep personal data confidential and secure at all times in accordance with our obligations under data protection legislation.

Further information about your rights and what EKC Schools Trust does to comply with data protection requirements can be found in our Data Protection Policy.

**EKC Schools Trust is the registered Data Controller. The contact address is:**

EKC Group  
 Ramsgate Road  
 Broadstairs  
 Kent CT10 1PN

**The Data Protection Officer’s contact details are:**

M: [DPO@eastkent.ac.uk](mailto:DPO@eastkent.ac.uk)  
 T: 01843 605024

**Data we collect, use, store and share about your child includes, but is not limited to:**

- Name and contact details
- Parental, sibling and extended family details\*
- Date of birth
- Gender
- Nationality and settled status information\*
- Adoption, care or special guardianship details\* (if applicable)
- Disabilities and additional learning needs
- Medical conditions, including physical and mental health
- Eligibility for free school meals, pupil premium or special educational needs\*
- Academic, curricular, behaviour and development records
- Assessment and examination records
- Attendance records
- Safeguarding and welfare information
- Disciplinary and exclusion information (if applicable)
- Images (photographs, CCTV, videos)

\*we will collect, use and store this information about you. We will not share this data unless there is a legal obligation to do so.

**We will use this data to: (includes, but is not limited to the following)**

- Support your child’s learning and development
- Monitor and report on your child’s progress
- Provide appropriate pastoral care and learning support
- Make reasonable adjustments under the Equality Act 2010
- Protect the welfare of your child and other children in our care



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- Assess the quality of our service
- Administer admissions waiting lists
- Support you to decide options for your child when they leave us
- Carry out research
- Obtain funding for our services
- Comply with the law

**The lawful basis for processing this data is to:**

- Comply with legal obligations under the Education Act 1996 and the Children Act 1989 and to carry out tasks in the public interest. We may also use the data to protect your child’s vital interests.

**Who we share your child’s data with: (includes but is not limited to the following)**

- The Department for Education (DfE)
- Ofsted
- Education and Skills Funding Agency
- Kent County Council
- Examination boards
- Education technology application providers
- Multi agency forums which provide SEND advice, support and guidance
- Schools that your child may progress to
- Educational and professional services advisers who have contracted with the School to deliver services
- Partner organisations signed to up data sharing agreements, e.g. the Police, school nurses etc.

**How long we will keep your data and your child’s data for:**

Data is retained in accordance with EKC Schools Trust Records Retention Schedule. In most cases we will keep your child’s data until they reach the age of 25. All data will be retained securely for the duration of the retention period after which time it will be destroyed via a confidential waste service.

**You have the right to:**

- Know what we are doing with personal data and why we are doing it
- Request access to your data and/or your child’s data
- Object to processing of your data and/or your child’s data if it is, or is likely to, cause distress or damage
- Object to processing for direct marketing
- Ask for your data or your child’s data to be amended if the details are incorrect

If you wish to exercise your rights, please contact: [office@queenborough.kent.sch.uk](mailto:office@queenborough.kent.sch.uk)

**You also have the right to make a complaint if you’re not satisfied with the way that we’ve managed your data or your child’s data.**

If you wish to raise a concern or make a complaint please firstly contact:



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Mrs Barbara Conroy  
Head Teacher  
Queenborough School & Nursery  
Edward Road  
Queenborough  
Kent  
ME11 5DF  
01795662574

If you're not satisfied with the outcome, please refer your complaint to: [DPO@eastkent.ac.uk](mailto:DPO@eastkent.ac.uk)

If you're still not satisfied with the outcome you can contact the UK data protection regulatory authority, the Information Commissioner's Office via [www.ico.org.uk](http://www.ico.org.uk)