



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 CTIO IPN

The Data Protection Officer's contact details are:

M: DPO@eastkent.ac.uk
T: 01843 605024

Data we collect, use, store and share about our 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 our 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 our 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 our 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

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

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

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Mr Jason Howard
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

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