

## **Privacy Statement**

Your privacy is critically important to us. At the Learning Link Multi Academy Trust (LLMAT) the following principles underpin our approach to respecting your privacy:

1. We value the trust that you place in us by giving us your our your child's personal information. We will always use your personal information in a way that is fair and worthy of that trust.
2. We will provide clear information about how we use your personal information. We shall always be transparent with you about what information we collect, what we do with it, with whom we share it and who you should contact if you have any concerns.
3. We will take all reasonable steps to protect your information from misuse and keep it secure.
4. We will comply with all applicable data protection laws and regulations and we will co-operate with data protection authorities.

## **Privacy Notice – Pupils**

You have a legal right (under [the General Data Protection Regulation](#)), to be informed about how the Learning Link Multi Academy Trust (LLMAT) ) uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, the Trust, are the 'data controller' for the purposes of data protection law.

Please contact your Academy to speak to the DCO (Data Protection Officer)

## **The personal data we hold**

We hold some personal information about you to make sure we can help you learn and look after you while you attend one of our academies.

For the same reasons, we get information about you from some other places too – like other schools or academies, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

### **Why we use this data**

We use this data to help run the Trust, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing, and work out whether you or your teachers need any extra help
- Track how well the trust or academy as a whole is performing
- Look after your wellbeing
- Providing access to applications and online services to further your learning

### **Our legal basis for using this data**

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)
- We need to use it to carry out a contract

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

### **Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we need to use it for another reason and that reason is similar with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

We may use your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **Collecting this information**

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

### **How we store this data**

We will keep personal information about you while you are a student at our Trust. We may also keep it after you have left the Trust, where we are required to by law.

We have Records Management Policy which sets out how long we keep information about you.

### **Data sharing**

We do not share personal information about you with anyone outside the Trust without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you, for example with OFSTED

### **Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

### **Your rights**

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken solely by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

### **Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made solely by a computer or machine)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it

### **Complaints**

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about the way we handle your information, please speak to us in the first instance. To make a complaint We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint please contact your Academy's Data Protection Officer

Alternatively, if you are not satisfied with our response you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact your Academy's Data Protection Office