

This privacy notice explains how the trust use (process) your personal information. If you have any questions about the way we use your personal data, please contact our Data Protection Officer on 0161 330 2330 or by email to [carolyn.wright@stamfordparktrust.ac.uk](mailto:carolyn.wright@stamfordparktrust.ac.uk).

### **Why do we need to process your personal data?**

Your personal information is used by us to exercise our official authority to provide education services across the trust according to the provisions of the Academies Act 2010. We also have requirements placed on us by the Department for Education (DfE), and the Education Skills Funding Agency (ESFA).

The legal basis which we often rely on for processing your personal data is **to perform our public task**. We may also rely on the following lawful bases, and you will be informed if this is the case:

- Your consent – where this is relied upon, you can ask to remove your consent at any time by contacting us.
- A contractual obligation
- A legal obligation
- To protect a person's vital interest

For the purposes of relevant data protection legislation, Stamford Park Trust are the data controller for personal data processed by our academies.

In some cases, we may share your data with a third-party processor; however the trust remains responsible for the processing of this data, and the same data protection standards that the trust upholds are imposed on the processor.

### **What information do we collect about you?**

We collect information about you when you are allocated a place at the school. You/your parents or carers will provide personal information as part of your application for secondary schools via the local authority's admissions service. The local authority also publish a privacy notice outlining how they use your personal information, and this can be viewed on their website at <https://www.tameside.gov.uk/TamesideMBC/media/foi/Access.pdf>.

Once you have been offered a place at the school, and accepted this, we will receive your personal information, and will collect more from you/your parents or carers in order to support you during your transition to secondary school, and during your time as a pupil with us. The information we collect includes your name, address, contact details, date of birth and previous educational information. We will also take your photograph for security purposes, and will keep a record of emergency contact details.

### **How will we use information about you?**

We will use your personal information to support your transition to secondary school. Once you have started school with us, this information is used to support the provision of your education.

During your time with us, new information about you will be created in the form of assessments and feedback. Reports for parents or carers about your progress and attendance will be sent using the

details provided at admission. Pupil photographs may be displayed in school, and may be used on marketing materials internally and externally for up to 3 years. If you do not wish for your/your child's photograph to be used in this way, please let us know.

Your information will be securely destroyed after it is no longer required for any of the purposes stated above or as required by legislation, in accordance with our data retention schedule. You can request a copy of this schedule from the trust Data Protection Officer.

### **Special Categories of Information**

The school will also ask you/your parents or carers to provide information relating to your ethnicity and any health or special educational needs (SEND) you may have. This information is used to ensure that we meet our obligations under the Equality Duty and also to ensure that we provide support to you throughout your time with us.

We may also be provided with information about you (for example, health information or attendance data) by your previous school, college or the local authority. Again, this is to ensure that we are able to support you during your time with us.

If you would like to discuss this further, please do not hesitate to contact us.

### **Who do we share information with?**

We pass information to relevant government bodies and agencies as part of our mandatory duty. The Education and Skills Funding Agency publish a privacy notice explaining how they use your personal information and this can be viewed on their website at <https://www.gov.uk/government/publications/esfa-privacy-notice/esfa-privacy-notice>.

You can also find information about other data collected by the Department for Education and how this is used at <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We may also share information with any education provider you attend after leaving us; the local authority; the careers service; NHS health services; and any other regulated public authority.

### **What are your rights?**

You have the following rights in relation to the processing of your personal data:

- To be informed about your personal data is being used
- To request access to your personal data
- To request that your personal data is amended if it is inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted to a specific purpose
- To object to your personal data being processed

### **What if I am unhappy with how my personal data is being used?**

If you have any concerns about our use of your personal data, you can make a complaint to the Data Protection Officer at:

Carolyn Wright  
Data Protection Officer  
Stamford Park Trust

c/o Ashton Sixth Form College  
Darnton Road  
Ashton-under-Lyne  
OL6 9RL

Or by email at: [Carolyn.wright@stamfordparktrust.ac.uk](mailto:Carolyn.wright@stamfordparktrust.ac.uk)

You can also complain to the ICO (Information Commissioner's Office) if you are unhappy with how we have used your data by writing to:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: [www.ico.org.uk](http://www.ico.org.uk)

**Changes to this privacy notice**

We may change this privacy notice and we encourage you to check this privacy notice from time to time.