



## ADMISSIONS PRIVACY NOTICE

Attain Academy Partnership (herein referred to as the 'Trust') is the Data Controller for the purpose of data protection law. The 'Trust' comprises of Bocking Primary School, Cressing Primary School, de Vere Primary School, Elm Hall Primary School, Gosfield Community Primary School, Newlands Spring Primary & Nursery School and Rayne Primary & Nursery School (herein referred to as the 'Academy').

This Privacy Notice has been written to inform applicants to be admitted to the Attain Academy Partnership about what the Trust does with your personal information. This Notice may be subject to change. Note that the local education authority, Essex County Council, may also process personal data in relation to admissions and if so will issue its own notice

### 1. Introduction

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data held about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

Attain Academy Partnership, is the 'data controller' for the purposes of data protection law. This privacy notice explains how we collect, store and use your personal data, in particular in relation to your application for admission to the academies within the Trust. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation. We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by its employees and service providers in the performance of their duties. Please see below for details of our Data Protection Officer.

The headteacher / head of school in each Academy is responsible for ensuring that their Academy complies with Trust's policies and procedures in relation to Data Protection. This policy has been written with consideration given to working practices. By adopting this policy, a reduction in workload has been facilitated by reducing the need for individual academies to interpret the policy locally.

### 2. The categories of personal information that we collect, hold and share

Personal data that we may collect, use, store and share (when appropriate) includes, but is not restricted to:

- Name and address of applicant pupil
- Names of parents or guardians
- Names of siblings who already attend the academy
- Name of current and previous school(s) and attainments while there
- Looked After or Previously Looked After status
- Pupil Premium eligibility

We may also process certain 'special category' data about our pupils including:

- SEN status or ECHP, if available
- Race, ethnicity, religious beliefs, sexual orientation



### **3. Why we collect and use personal information**

The purpose of processing this data is to help identify and select candidates for admission to the Academy.

### **4. The lawful basis on which we use this information**

The personal data that we collect in relation to applications for admission is processed in accordance with Article 6 and Article 9 of GDPR. Our legal basis for processing your personal data, in line with Articles 6(1)(e) and 9(2)(g), is to fulfil the public function conferred on the Trust/Academy, i.e. to identify suitable candidate pupils and admit them to itself.

### **5. Collecting personal information**

The majority of personal information is collected directly from you when an application is made to be a pupil at the Trust / Academy.

We will also process information received from:

- The pupil's previous school
- Relevant Local Education Authority
- Any previous local education authority
- Department for Education

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. In order to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we will inform you whether you are required to provide certain personal information to us (and if so, what the possible consequences are of not complying) or if you have a choice in this at the point it is collected.

### **6. Storing personal data**

Personal data is stored in a range of different places, including the Trust / Academy pupil file, central records, and in IT systems (including the filtering logs, Trust's email system) where applicable. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

The information is only used for purposes directly relevant to your admission to the Trust / Academy, or for audit and census information.

Personal data is stored in line with the Data Protection Policy. We do not store personal data indefinitely. Personal data of unsuccessful candidates will be retained until all appeals have been excluded plus six months. Personal data successful candidates will be added to the pupil database and retained in accordance with the Trust's Data Retention Policy

Details of retention periods for the different categories of personal data are available in our Data Retention Policy on the Trust / Academy website. When your relationship with the Trust / Academy has ended, we will retain and dispose of your personal information in accordance with our Data Retention Policy.

### **7. Who we share personal information with**

We routinely share personal data relating to admissions with:

- Essex County Council
- Any other data controller as applicable



In the event that we share personal data with third parties, we will provide the minimum amount necessary to fulfil the purpose for which we are required to share the data. We do not sell personal data to any organisation for the purposes of selling products.

## 8. Why we share personal information

We do not share information about you with anyone without consent unless the law and our policies allow us to do so. Most commonly information is shared with on a legal and public interest basis. In certain instances we may also share information on a consent basis. When you give your consent for your personal information to be held and/or shared for any purpose you can withdraw that consent at any time by contacting the Data Protection Officer (See contact details below).

We may still share your information if we believe that someone is at risk. However, the risk must be serious before we go against your right to confidentiality. If this is the case, we will ensure that we record what information we shared and our reasons for doing so. We will let you know what we have done and why as soon as or if we think it is safe to do so.

## 9. Transfer of personal information outside of the EU

We do not share or store data in countries with no UK-equivalent privacy law protections. If we were to receive a request to send information outside of the UK, additional protection will be applied to the data and where the recipient country does not have an adequacy decision from the European Commission, advice will be sought from the Information Commissioners Office prior to the data being sent.

## 10. Requesting access to your personal data

Individuals have the following rights under data protection legislation in relation to the processing of their data. You have the right to:

- Be informed about how we process their personal data. This notice fulfils this obligation
- Request access to their personal data that we hold, and be provided with a copy of it
- Request that their personal data is amended if inaccurate or incomplete
- Request that their personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of their personal data is restricted
- Object to their personal data being processed by automated means (by a computer and not human) unless it is required for any contract you have entered into, required by law, or you have consented to.
- Object to being profiled. Profiling is where decisions are being made based on certain things in your personal information. If and when the Trust / Academy uses your personal information to profile you, you will be informed

If you would like to exercise these rights, contact the Data Protection Officer (See Contact details below).

These rights are further explained in our Data Protection Policy available in the Data Protection section on our website. Anyone wishing to exercise these rights may do so by contacting the academy office or our Data Protection Officer. **Please see the 'Contacts' section below**

### 11. Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### 12. Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting [dpo@attain.essex.sch.uk](mailto:dpo@attain.essex.sch.uk).

### 13. Complaints

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 the academy in the first instance.

If you would like to make a complaint, please contact our Data Protection Officer (See Contact details below).

If you still have concerns following our response you have the right to raise the matter directly with the Information Commissioner's Office:

<b>Online</b>	<a href="https://ico.org.uk/concerns/">https://ico.org.uk/concerns/</a>
<b>Postal Address</b>	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
<b>Email</b>	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>
<b>Phone Number</b>	0303 123 1113

### 14. Contact

If you would like to discuss anything in this privacy notice or make a Subject Access Request, please contact the Data Protection officer

<b>Data Protection Officer</b>	Mrs Ellwood
<b>Postal Address</b>	Attain Academy Partnership, c/o Newlands Spring Primary and Nursery School, Dickens Place, Chelmsford CM1 4UU
<b>Email</b>	<a href="mailto:DPO@attain.essex.sch.uk">DPO@attain.essex.sch.uk</a>

Please ensure you include the name of the School in all correspondence with the DPO

### 15. Last updated

We may need to update the privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **3 April 2022**