



The Westbrook Trust

C/o Brompton-Westbrook Primary School, Kings Bastion, Brompton, Gillingham, Kent ME7 5DQ

Tel: 01634 844152

Email: office@thewestbrooktrust.org

GDPR Privacy Notice for Pupils and Their Families

Who processes your information?

The Westbrook Trust is a Multi Academy Trust currently comprising of a number of primary schools. It was established in October 2014 when Brompton-Westbrook Primary School converted to become a sponsoring academy. It works closely with its schools and other partners to 'achieve together'.

The Westbrook Trust and its schools are the data controllers of the personal information you provide to us. This means the Trust and its schools determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the Trust outsources data to a third party processor, the same data protection standards that the Trust upholds are imposed on the processor.

Mrs S England is the Data Protection Officer (DPO). Her role is to oversee and monitor the Trust's data protection procedures, and to ensure they are compliant with the General Data Protection Regulations (GDPR). The DPO can be contacted on 01634 844152 or office@thewestbrooktrust.org.

Why do we collect and use your information?

The Westbrook Trust and its schools holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

Which data is collected?

The categories of pupil information that the Trust and its schools collects, holds and shares include the following:

- Personal information – e.g. family information, names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the Trust and its schools is mandatory, some is provided on a voluntary basis. When collecting data, our schools will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, our schools will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at The Westbrook Trust and their families is stored in line with the Trust's GDPR Policy (available on the Trust website).

In accordance with the GDPR, the Trust or its schools, does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The Trust and its schools is required to share pupils' data with the Department for Education on a statutory basis, this includes the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

The National Pupil Database (NPD) is managed by the Department for Education and contains information about pupils in schools in England. The Westbrook Trust, and its schools, is required by law to provide information about our pupils to the Department for Education as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The Department for Education may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The Department for Education has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

The Westbrook Trust or its schools will not share your personal information with any third parties without your consent, unless the law requires us to do so. The Trust ensures that any third parties

with whom data is shared are checked for GDPR compliance. The Trust routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The Local Authority
- The NHS
- Public Sector Organisations – e.g. police, armed forces
- Independent Service Providers – e.g. text message system, solicitors, therapists, consultants, IT providers

The information that we share with these parties includes the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Safeguarding information

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how The Westbrook Trust and its schools uses your personal data.
- Request access to the personal data that The Westbrook Trust and its schools holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way The Westbrook Trust, its schools, and/or the Department for Education is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO) on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the Department for Education collect, use and store your personal data, please visit our website (www.thewestbrooktrust.org.uk/) to download our GDPR Policy.