



## **The Lionheart Educational Trust**

### **Privacy notice for students – how we use student personal data**

#### **The personal data we hold**

The personal data that we may collect, use, store and share about students includes, but is not restricted to:

- Personal identifiers including name, date of birth, contact details, candidate or examination numbers
- Characteristics including ethnicity, language, religious beliefs and free school meal eligibility.
- Safeguarding information including court orders, professional involvement, observations and outcome.
- School travel arrangements.
- Health and medical information such as doctor's information, allergies, medication, disability, dietary and details of any special educational needs.
- Educational performance, attainments, achievements and exam grades.
- Attendance data including classes attended, number of absences, absence reasons and any previous schools attended.
- Behavioural information including exclusions and any relevant alternative provision put in place.
- Religious or other beliefs.
- Photographs or video recordings
- Consent preferences (where applicable)

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

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe
- to meet the statutory duties placed upon us for DfE data collections

## Where does the Trust get your personal data from?

We obtain personal data about you from the following sources:

- from you when you provide your contact details for open day activities
- from your parents or carer when they register you as student with us
- from your previous school when you transfer to us
- from teachers or other staff who are employed by the Trust
- from you when you provide bank account or credit card information when purchasing an item or service from a Trust system
- from the local authority who are the admissions authority for the trust
- from third parties such as the NHS, social services, family courts and other public bodies.

## Our legal basis for using this data

We only collect and use your personal data where is a lawful basis for doing so, for example:

Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We have a contractual obligation to process this information
- We need to protect the individual's vital interests (or someone else's interests)

## Who might share your data with?

The Trust will share your personal data with third parties where there is a lawful reason for doing so. The following are individuals or third parties whom we would expect to share personal data with for specified and lawful purposes:

- Parents and/or carers (as defined in the Education Act 1996).
- schools or other educational providers that a student may attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- professional bodies for legal reasons such as the police, other emergency services, the NHS, Public Health England, Social Services and professional legal agencies.
- accrediting and professional bodies, for instance exam boards.
- third parties who facilitate school transport, trips and residential events.
- carefully procured third party educational service and software providers
- third parties that run educational competitions and national school events.
- Governors in line with our responsibilities for efficiently managing the school. This may also include sharing data with external Governors when they are part of a Governor panel.

- The Trust will share your attendance and performance data for employment reference requests.

### **Last Updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 1<sup>st</sup> September 2022.

### **Further Information**

If you have a concern about the way we are collecting or using your personal data, or if you think any of the data that we hold on you is incorrect, misleading or inappropriate, we ask that you please contact our Data Protection Officer.

Full details of your rights and how to enforce your rights are included on the Trust's main privacy webpage.

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