

Privacy Statement

This privacy policy and cookies policy sets out how Eastern Multi-Academy Trust and its academies use and protect any information that you give when you use this website and when you communicate with the academy.

The academy may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

Website privacy and cookies

We collect no personal information about you when you visit our website unless you choose to provide this information to us. Some additional information may also be captured at this point. For purposes of security, we also record other non-identifiable information about your visit to the website.

If you do nothing during your visit but browse through the website, read pages, or download information, we will gather and store certain information about your visit automatically. We use security software to protect the website from attacks, which collects certain information for analysis purposes. This information does not identify you personally. Specifically, the information we collect is:

- Your Internet Service Provider (ISP) and IP address (the number automatically assigned to your computer when you are using the Internet) from which you access our website.
- The Internet browser and operating system you are using, your screen resolution and which version of flash you have installed (where applicable).
- The date and time you access the site

If you complete and submit a form from this site (such as asking a question), we will use the information you provide to supply or improve our service to you or to respond to your request. Your details may be processed and stored on a computer system for this purpose. All processing will be in accord with the General Data Protection Regulation (GDPR) and, except for authorised legal investigations, we will not share your details with any other organisations without your permission.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

A cookie is a small amount of data, which often includes a unique identifier that is sent to your Internet browser and is stored on your device's hard drive. Each website can send its own cookie to your browser if your browser's preferences allow it, but your browser only permits a website to access the cookies it has already sent to you, not the cookies sent to you by other websites. Many websites do this whenever a user visits their website in order to track online traffic.

We also use cookies on online forms, to ask for a security code to help eliminate spam in our enquiries system.

We use Google Analytics cookies to record information about your visit to the site. None of this information identifies you personally and is used solely to improve the usability of our site.

Please note that during your visits to the academy website you may notice some cookies that are not related to us. When you visit a page with content embedded from, for example, Twitter, YouTube or Facebook, you may be presented with cookies from these websites. The academy does not control the dissemination of these cookies. You should check the third party websites for more information about these.

We use the following services:

- YouTube – to display our videos
- Twitter – to inform you about the latest news and updates at the academy
- WordPress – to display our web site and related content

Find out more about cookies [here](#).

Disclosing personal data about our staff

As an employer, Eastern Multi-Academy Trust takes its responsibilities regarding the protection of the personal privacy of its staff seriously. Professional contact details for staff members are only made available via our public website if consent has been given for such a disclosure. We will respond to email requests for individual staff members' contact details by issuing their work contact details only. We will not disclose any private non-work contact details. Any request for the latter will be forwarded to the staff member concerned, who will then decide whether to respond or not.

Pupil Information

This notice outlines how the Trust and the Academies within it collect and share pupil information.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Medical information
- Special education needs information
- Assessment/exam information
- Exclusions/behavioural

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to make reasonable adjustments if required

The lawful basis on which we use this information

We collect and use pupil information under our public tasks of providing education at both primary and secondary phase for pupils attending the Academies within the Trust.

We are also required under the Education Act 1996 to collect and provide census data on our pupils to the Department for Education.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely and for the period of time set out in our Data Protection Policy which is held on the [Eastern Multi-Academy Trust website here](#).

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Exam Boards

We also may need to share information with the following in specific circumstances:

- Police
- Social workers
- Educational Psychologists
- Medical/Emergency services

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) [click here](#).

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit your local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, [click here](#).

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data.

Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please [click here](#).

For information about which organisations the department has provided pupil information, (and for which project), please [click here](#).

To contact DfE [click here](#).

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact the Principal.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office [here](#).

If you have any concerns or queries about the contents of this policy, please contact the Principal.