

Privacy Notice for Families of Year 6 Students

Why are we giving this to you?

Your child has been offered a place at The East Manchester Academy. In order to prepare for your child's Transition visits and also for him/her to join us in September, we need to collect some information about you and your child.

We do this for a number of reasons. This document tells you what information we use about you and your child, and why we use it. We also explain below how the school keeps your information safe.

If you want to know anything about the information that your child's current school gives us about your child then please ask the Year 6 teacher. You will have the opportunity to ask more questions about what we do with the information that we receive when you visit your child's new school.

Policy Statement

We are part of the Education and Leadership Trust. During your time with us in our schools, we will use information that we gather in relation to you and your child for various purposes. Information that we hold in relation to you is known as "personal data". This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as "processing".

This document sets out what personal data we will receive and hold about you and your child, prior to your child joining us in September, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we hold about you and where do we get it from:

We will collect, hold, share and otherwise use information about you and your child set out in the boxes below:

Information	Where do we get it from?	Why we need it?
Child's legal name	Local Authority (LA) Current primary school	To identify your child
Home address	Local Authority (LA) Current primary school	To send you information about our school
Unique student number (UPN)	Local Authority (LA) Current primary school	Legal requirement and for school funding
Date of Birth	Local Authority (LA) Current primary school	To identify your child
Student contacts (e.g. parent/carer details)	Current primary school	Emergency contacts and to keep your child safe

Details of previous schools	Current primary school	To prepare for your child's education in our school
If your child is eligible for free school meals	Current primary school	To make sure your child has a meal in our school
Attendance information	Current primary school	To support good attendance in our school
SEND information	Current primary school	To support your child's educational and health care needs
Key Stage 2 information (assessment results)	Current primary school	To support your child's educational needs
Looked after child (LAC) information	Current primary school	To help support your child's educational, social and emotional needs
English as an additional language (EAL) information	Current primary school	To support your child's educational needs
Medical and health information	Current primary school	To help support your child's educational, health, social and emotional needs.
Friendships, behaviour, celebrations and concerns	Current primary school	To help support your child's educational, health, social and emotional needs.
Safeguarding information	Current primary school	To help support your child's educational, health, social and emotional needs.
Family engagement including with other agencies	Current primary school	Ensure continuity in support the family and from other agencies.

How long will we hold information in relation to our students?

We will hold information relating to you and your child only for as long as necessary. How long we need to hold on to any information will depend on the type of information but we are legally required to keep some information until your child reaches the age of 25.

If your child does not join our school we will destroy this information within 3 months.

Who will we share student information with?

We may share information about you with:

- Health practitioners and authorities such as the NHS (e.g. Manchester University Hospitals NHS Foundation Trust), CAMHS, the school nurse
- Where your child changes school we will usually pass your child's information to your new school.

Keeping this information safe

It is very important that only people who need to use your information can see it. The school keeps your information safe by putting in place procedures and technologies to make sure all information about you and your child is safe, from when we collect it to when we destroy it.

Security procedures include:

- Entry controls for the site and buildings. All staff wear photo-ID on school or Trust lanyards. All authorised DBS-checked visitors wear photo-ID on orange school lanyards. Visitors/contractors wear photo-ID on red lanyards. Our door locks are programmed to only respond to the fingerprints of staff and students
- Secure lockable desks and cupboards. Desks, filing cabinets and cupboards should be kept locked if they hold confidential information of any kind.
- When and how data is destroyed when it is no longer needed. Paper documents should be shredded. Digital storage devices should be physically destroyed when they are no longer required.
- Equipment. Staff are trained to ensure that individual PC monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.
- Security of systems. Information about students is kept on a secure system which needs a personal log-in and password. Most staff can only see very limited information about you and your child's personal data.
- Training. We provide training to our staff and students on the importance of keeping data secure

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this you should contact Student Services in the first instance.

You also have the right to:

- Object to what we are doing with your information (but remember that some of the things that we do have to be done by law)
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Make a claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with Student Services. The school does not have to meet all of your requests and we will let you know where we are unable to do so.

Concerns

If you are concerned about how we are using your personal data then you can speak with Student Services, or if necessary you can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.



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