

*'...those who hope in the LORD will renew their strength.  
They will soar on wings like eagles; they will run and not grow weary,  
they will walk and not be faint.'* Isaiah 40:31

**connect | nurture | aspire | learn | excel | hope**



INSERT SCHOOL/ACADEMY  
LOGO HERE

Multi Academy Trust Policy

Common Trust Policy, Use as Published

Privacy and Data Sharing Notice

Date adopted by Trust Board: May 17

Date of Review: N/A

Date of next Review: May 19

Date Adopted by Local Governing Body:

## 1. Privacy Notice - Data Protection Act 1998

Aquila, The Diocese of Canterbury Multi Academy Trust Ltd is a data controller for the purposes of the Data Protection Act. Our Academies collect information about your child and may receive information about them from their previous school, Kent County Council (KCC) and the Learning Records Service.

## 2. Pupils - How we use your personal information

We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care,
- Assess how well your Academy is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We are required by law to pass some information about your child to the Department for Education (DfE) and, in turn, this will be available for the use of the Local Authority.

In addition once our pupils reach the age of 13, the law requires us to pass on certain information about them to Kent County Council who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Kent County Council by informing [\[Insert your relevant Academy/School contact's name and contact details here\]](#). This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to <http://www.kent.gov.uk/education-and-children/young-people>

## 3. Workforce: those employed to teach, or otherwise engaged to work at, an Aquila Academy

We process personal data relating to those we employ to work at, or otherwise engage to work at, our Academies. This is for employment purposes to assist in the running of our Academies and to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

If you want to see a copy of information about you that we hold, please contact:

- **[Insert your relevant Academy/School contact's name and contact details here]**

#### **4. Need to know more about how your information is processed?**

We will not give information about you to anyone without your consent unless the law and our policies allow us to. We will not share information about you with third parties without your consent unless the law allows us to. As highlighted above, we are required, by law, to pass on some of this personal data to:

- the Department for Education (DfE)

If you require more information about how the Local Authority and/or the DfE store and use any personal data please visit:

- <http://www.kent.gov.uk/about-the-council/contact-us/access-to-information/your-personal-information>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you need more information about how an Aquila Academy uses your information or to see a copy of your personal information, please contact **Insert your relevant Academy/School contact's name and contact details here.**