

Timu Academy Trust Privacy Notice

1. Privacy Notice - Data Protection Act 1998

Bobbing and Iwade Schools are data controllers for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school, Kent County Council and the Learning Records Service.

2. 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;
- Keep your school environment safe;
- Celebrate your successes and record your learning;
- Assess how well your school 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. We also take images using photographic equipment (see separate use of images consent form) and use CCTV to monitor the school entrances and grounds for the purpose of keeping pupils and staff safe.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

3. How we keep your information safe

Both Bobbing & Iwade Schools and KCC keep information about you on computer systems and also sometimes on paper. We hold your education records securely and retain them from your date of birth until you reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

4. Need to know more about how we process your information?

If you need more information about how Bobbing & Iwade Schools use your information or to see a copy of your information, please contact the Office Manager.

If you would like to get a copy of the information about you that KCC shares with the Department for Education or how they use your information, please contact:

Information Resilience & Transparency Team
Room 2.71
Sessions House
Maidstone
Kent ME14 1XQ
dataprotection@kent.gov.uk

You can also visit the KCC website if you need more information about how they use and store your information. Please go to: http://www.kent.gov.uk/your_council/contact_us/access_to_information.aspx