



EDEN ACADEMY TRUST - PRIVACY NOTICE

May 2018

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This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

1. Privacy Notice for Parents/Carers:

Under Data Protection Law all individuals have a right to be informed about how Eden Academy uses their Personal Data that we hold about them. We comply with this right by providing 'Privacy Notices' to individuals where we are processing their Personal Data.

This Privacy Notice outlines how we collect, store and use Personal Data about our **pupils**. We at Eden Academy are the 'Data Controllers' for the purposes of Data Protection Law. Our Data Protection Officer is Alison Jones at The DPO Centre Ltd [see](#) 'Contact Us' below).

The Personal Data we hold:

Personal Data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- **Contact details, contact preferences, date of birth, identification documents**
- **Results of internal assessments and externally set tests**
- **Pupil and Curricular records**
- **Characteristics, such as ethnic background, eligibility for free school meals, or Special Educational Needs**
- **Exclusion information**
- **Details of any medical conditions, including physical and mental health**
- **Attendance information**
- **Safeguarding information**
- **Details of any support received, including care packages, plans and support providers**
- **Photographs**
- **CCTV images captured in school**

Eden Academy Trust may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

Why We Use This Data:

We use this data to:

- **Support pupil learning and academic achievement**
- **Monitor and report on pupil progress on a regular basis**
- **Provide appropriate pastoral care if/when relevant**
- **Protect pupil welfare and wellbeing at all times**
- **Assess the quality of our services as an ongoing task**
- **Administer admissions waiting lists**
- **Carry out specific research when appropriate**
- **Comply with the law regarding data sharing**

Our Legal Basis for Using This Data:

We only collect and use pupils' Personal Data when the law allows us to. Most commonly, we process it where:

- **We need to comply with an existing or new legal obligation**
- **We need it to perform an official task in the public interest**

Less commonly, we may also process pupils' Personal Data in situations where:

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

Where we have obtained consent to use pupils' Personal Data, this consent can be withdrawn at any time. We will make this clear when we ask for consent by way of the Eden Academy Trust Consent Form and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' Personal Data overlap, and there may be several grounds which justify our use of this data.

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

Collecting This Information:

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you as the parent or guardian, or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How We Store This Data:

We retain personal information about our pupils while they are attending our schools. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

Our Retention Policy sets out how long we keep information about pupils. A copy of this document can be made available at your request from your school Administration Office.

Data Sharing:

Eden Academy do not share information about **pupils** with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with Data Protection Law) we may share personal information about pupils with:

EXTERNAL or OUTSOURCED PROVIDER/SUPPLIER	REASONS FOR HOLDING DATA for PUPILS
Local Authority	To meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions of all pupils.
The Department for Education	Data returns as requested by the DfE in order to inform: • Levels of funding • Analysis of pupil demographics

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

The pupil's family and representatives, including guardians, adoptive and foster parents	Provision of information and regular updates on the progress of each child,
Educators and Examining Bodies	To provide details of pupils undertaking educational activities or examinations.
Our Regulatory Bodies	Statutory requirements in relation to Ofsted and the Independent Schools Inspectorate.
Suppliers and Service Providers	To enable suppliers and service providers to provide the service contracted on behalf of Eden Academy. Pupil information will not be provided unless for the needs of the service provision e.g. specific specialist equipment needs.
Financial Institutions	Cashless Online Systems.
Central and Local Government	Statutory requirements.
Survey and Research Organisations	No pupil information is shared unless specific consent is obtained.
Marketing and Advertising Organisations	No pupil information is shared unless specific consent is obtained.
Health Authorities including Private Entities	No pupil information is shared unless specific consent is obtained. Information is shared in order to ensure the health of the pupil is maintained.
Security Organisations	No pupil information is shared unless specific consent is obtained.
Transport and Travel Organisations	To allow pupils to engage in school trips and other external visits. Specific consent is obtained before sharing information.
Health and Social Welfare Organisations	No pupil information is shared unless specific consent is obtained. Information is shared in order to ensure the health and well-being of the pupil is maintained. In certain cases, information will be shared for safeguarding purposes.

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

Professional Advisers and Consultants	No pupil information is shared unless specific consent is obtained. In certain cases, information will be shared for safeguarding purposes.
Charities and Voluntary Organisations	Pupil information may be shared to access charitable resources for the benefit of the pupils. In the majority of circumstances individual pupil data is not shared. No pupil information is shared unless specific consent is obtained.
Police Force, Courts and Tribunals	If pupil information is requested this will only be provided if in line with legal requirements. Each case will be treated on its merits and where consent is required this will be obtained.
Professional Bodies	No pupil information is shared unless specific consent is obtained.

[National Pupil Database:](#)

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school Census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it is easily transferable into statistics. The information is securely collected from a range of sources including schools, local authorities and examination boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

Youth Support Services:

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to the London Borough of Hillingdon as it has legal responsibilities regarding the education or training of 13-19-year-olds.

This information enables the London Borough of Hillingdon to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our Data Protection Officer Alison Jones at The DPO Centre Ltd, to request that we only pass the individual's name, address and date of birth to the London Borough of Hillingdon.

Transferring Data Internationally:

Where we transfer Personal Data to a country or territory outside the European Economic Area, we will do so in accordance with Data Protection Law.

Parents and Pupils' Rights Regarding Personal Data:

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school that they attend holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any Personal Data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- **Give you a thorough description of the personal data held**
- **Inform you why we are holding and processing it, and how long we will keep it for**
- **Explain where we got it from, if not from you or your child**
- **Inform you who it has been, or will be, shared with**
- **Let you know whether any automated decision-making is being applied to the data, and any consequences of this**

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

- **Give you a copy of the information in an intelligible form**

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Data Protection Officer Alison Jones at The DPO Centre Ltd.

If parents/carers wish to access their child's educational records please contact your schools Head Teacher.

Other Rights:

UNDER DATA PROTECTION LAW, INDIVIDUALS HAVE CERTAIN RIGHTS REGARDING HOW THEIR PERSONAL DATA IS USED AND KEPT SAFE, INCLUDING THE RIGHT TO:

- **Object to the use of Personal Data if it would cause, or is causing, damage or distress**
- **Prevent it being used to send direct marketing materials and other advertising information**
- **Object to decisions being taken by automated means (by a computer or machine, rather than by a person)**
- **In certain circumstances, have inaccurate Personal Data corrected, deleted or destroyed, or restrict processing**
- **Claim compensation for damages caused by a breach of the Data Protection Regulations**

To exercise any of these rights, please contact our Data Protection Officer Alison Jones at The DPO Centre Ltd.

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

Complaints:

At Eden Academy we take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing procedures please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer Alison Jones at The DPO Centre Ltd.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact Us:

If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our Data Protection Officer Alison Jones at The DPO Centre Ltd.

The DPO Centre Ltd
dpo@theedenacademy.co.uk

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

2. Privacy Notice for Pupils:

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'Privacy Notice' to you where we are processing your Personal Data.

This Privacy Notice explains how we collect, store and use Personal Data about you. We, Eden Academy Trust are the 'Data Controller' for the purposes of Data Protection Law. Our Data Protection Officer is Alison Jones at The DPO Centre Ltd (see 'Contact Us' below).

The Personal Data we hold:

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- **Your full contact details**
- **Your final test results**
- **Your attendance records**
- **Your characteristics, like your ethnic background or any special educational needs**
- **Any medical conditions you may have**
- **Details of any behaviour issues or exclusions on your school records**
- **Photographs of you by yourself or with other pupils**
- **CCTV images of you by yourself or with others**

Why We Use This Data:

Eden Academy uses this data to help run the school, including to:

- **Get in touch with you and your parents, guardian or other carers of you, when we need to**
- **Check how you are doing in exams and work out whether you or your teachers need any extra help**
- **Track how well the school as a whole is performing in line with our pupils' expectations**
- **Look after your wellbeing and safety at all times and speaking with Health Organisations**

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

Our Legal Basis for Using This Data:

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- **We need to comply with the law**
- **We need to use it to carry out a task in the public interest (in order to provide you with an education)**

Sometimes, we may also use your personal information where:

- **You, or your parents/carers have given us permission to use it in a certain way**
- **We need to protect your interests (or someone else's interest)**

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting This Information:

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

How We Store This Data:

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

We have a Record Retention Schedule /Records Management Policy which sets out how long we must keep information about pupils which you may wish to refer to for further clarification on how data is stored and retained within Eden Academy Trust.

The Record Retention Schedule /Records Management Policy can be viewed online or you may request a copy from your school Administration Office.

Data Sharing:

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under Data Protection Law, we may share personal information about you with:

EXTERNAL or OUTSOURCED PROVIDER/SUPPLIER	REASONS FOR HOLDING DATA for PUPILS
Local Authority	To meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions of all pupils.
The Department for Education	Data returns as requested by the DfE in order to inform: • Levels of funding • Analysis of pupil demographics
The pupil's family and representatives, including guardians, adoptive and foster parents	Provision of information and regular updates on the progress of each child,
Educators and Examining Bodies	To provide details of pupils undertaking educational activities or examinations.
Our Regulatory Bodies	Statutory requirements in relation to Ofsted and the Independent Schools Inspectorate.

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

Suppliers and Service Providers	To enable suppliers and service providers to provide the service contracted on behalf of Eden Academy. Pupil information will not be provided unless for the needs of the service provision e.g. specific specialist equipment needs.
Financial Institutions	Cashless Online Systems.
Central and Local Government	Statutory requirements.
Survey and Research Organisations	No pupil information is shared unless specific consent is obtained.
Marketing and Advertising Organisations	No pupil information is shared unless specific consent is obtained.
Health Authorities including Private Entities	No pupil information is shared unless specific consent is obtained. Information is shared in order to ensure the health of the pupil is maintained.
Security Organisations	No pupil information is shared unless specific consent is obtained.
Transport and Travel Organisations	To allow pupils to engage in school trips and other external visits. Specific consent is obtained before sharing information.
Health and Social Welfare Organisations	No pupil information is shared unless specific consent is obtained. Information is shared in order to ensure the health and well-being of the pupil is maintained. In certain cases, information will be shared for safeguarding purposes.
Professional Advisers and Consultants	No pupil information is shared unless specific consent is obtained. In certain cases, information will be shared for safeguarding purposes.
Charities and Voluntary Organisations	Pupil information may be shared to access charitable resources for the benefit of the pupils. In the majority of circumstances individual pupil data is not shared. No pupil information is shared unless specific consent is obtained.
Police Force, Courts and Tribunals	If pupil information is requested this will only be provided if in line with legal requirements. Each case will be treated on its merits and where consent is required this will be obtained.

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

Professional Bodies	No pupil information is shared unless specific consent is obtained.
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National Pupil Database:

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

Youth Support Services:

Once you reach the age of 13, we are legally required to pass on certain information about you to London Borough of Hillingdon as it has legal responsibilities regarding the education or training of 13-19-year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advice.

Your parents/carers, or you once you're 16, can contact our Data Protection Officer Alison Jones to ask us to only pass your name, address and date of birth to London Borough of Hillingdon.

Transferring Data Internationally:

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following Data Protection Law.

Your Rights:

HOW TO ACCESS PERSONAL INFORMATION WE HOLD ABOUT YOU: -

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- **Give you a description of this information**
- **Inform you why we are holding and using it, and how long we will keep it for**
- **Explain where we got it from, if not from you or your parents**
- **Inform you who it has been, or will be, shared with**
- **Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)**
- **Give you a copy of the information**

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our Data Protection Officer Alison Jones at The DPO Centre Ltd.

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

Your Other Rights Over Your Data:

YOU HAVE OTHER RIGHTS OVER HOW YOUR PERSONAL DATA IS USED AND KEPT SAFE, INCLUDING THE RIGHT TO:

- **Say that you do not want it to be used if this would cause, or is causing, harm or distress**
- **Stop it being used to send you marketing materials**
- **Say that you do not want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)**
- **Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it**
- **Claim compensation if the data protection rules are broken and this harms you in some way**

Complaints:

We take any complaints about how we collect and use your Personal Data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact Us:

If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our Data Protection Officer Alison Jones at The DPO Centre Ltd.

The DPO Centre Ltd
dpo@theedenacademy.co.uk

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

3. Privacy Notice for Staff:

Under Data Protection Law, individuals have a right to be informed about how the school uses any Personal Data that we hold about them. Eden Academy comply with this right by providing 'Privacy Notices' (sometimes called 'fair processing notices') to individuals where we are processing their Personal Data.

This Privacy Notice explains how we collect, store and use Personal Data about individuals we employ, or otherwise engage, to work at our schools including external contractors.

We, Eden Academy Trust are the 'Data Controller' for the purposes of Data Protection Law.

Our Data Protection Officer is Alison Jones at The DPO Centre Ltd (see 'Contact Us' below).

The Personal Data We Hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal Data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- **Your full contact details**
- **Date of birth, marital status and gender**
- **Next of kin and emergency contact numbers**
- **Salary, annual leave, pension and any benefits information**
- **Bank account details, payroll records, National Insurance number and tax status information**
- **Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process**
- **Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships**
- **Performance information**
- **Outcomes of any disciplinary and/or grievance procedures**
- **Absence data**
- **Copy of driving licence**
- **Photographs for swipe cards for entry into our schools**
- **CCTV footage**
- **Data about your use of the school's information and communications system**

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We may also collect, store and use information about you that falls into "special categories" of more sensitive Personal Data. This includes information about (where applicable):

- **Race, ethnicity, religious beliefs, sexual orientation and political opinions**
- **Trade Union Membership**
- **Health, including any medical conditions, and sickness records**

Why We Use This Data:

The purpose of processing this data is to help us run the school, including to:

- **Enable you to be paid the correct amount and on time**
- **Facilitate safe recruitment, as part of our safeguarding obligations towards pupils**
- **Support effective performance management**
- **Inform our recruitment and retention policies**
- **Allow better financial modelling and planning**
- **Enable ethnicity and disability monitoring**
- **Improve the management of workforce data across the sector**
- **Support the work of the School Teachers' Review Body**

Our Lawful Basis for Using This Data:

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- **Fulfil a contract we have entered into with you**
- **Comply with a legal obligation**
- **Carry out a task in the public interest**

Less commonly, we may also use personal information about you where:

- **You have given us consent to use it in a certain way**
- **We need to protect your vital interests (or someone else's interests)**
- **We have legitimate interests in processing the data – for example, where:**

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Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting This Information:

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How We Store This Data:

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Record Retention Schedule /Records Management Policy.

The Record Retention Schedule /Records Management Policy can be viewed online or you may request a copy from your school Administration Office.

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

Data Sharing:

WHAT INFORMATION DOES EDEN ACADEMY TRUST HOLD?

The Eden Academy Trust have three possible sources for the data that we hold on staff pertaining to yourself, your job and any external sources.

All staff data that has been supplied by you to Eden is held in your personal file. Should you not wish to have some data recorded, you have the right to withhold.

Throughout your working time at Eden Academy Trust various facts will emerge, i.e, staff appraisals, extended sick leave, job promotion, disciplinary. This information forms part of your personal information file which will continue to grow and expand as long as you are employed by Eden Academy Trust.

Information received from external sources about you when you joined the organisation in the form of written references or otherwise are retained in your personal file. Any customer complaints or other disciplinary action taken out against you will also remain on the database.

Under the Data Protection Act you as an individual have the right to find out exactly what details The Eden Academy Trust holds about you.

ACCESSING YOUR DETAILS: -

For access to your personal file and any other associated records just request this information from our DPO, your schools Office Manager or Head Teacher.

We will never dissuade you from accessing your personal file information and will always allow you access. You have the legal right to access your information and may be charged administration costs.

CHANGING YOUR DATA: -

If you find out that any data we hold on you is inaccurate then as your employer we must act on your request to ensure that your personal file is amended and your files remain up to date and accurate.

You can request at any time for your data to be deleted should you have reason to believe that it is not being used for the purpose for which it was initially collected, or if you feel the organisation does not require your personal information to maintain a business working relationship with you.

Your employee records belong to you, so it is your data which gives you the right to see and correct or update it to maintain privacy of data at all times.

This Privacy Notice is based on the [Department for Educations](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

WHAT INFORMATION DO OTHERS HOLD?

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with Data Protection Law) we may share personal information about you with:

THIRD PARTY PROVIDER	REASONS FOR HOLDING DATA for STAFF
The Teaching Regulation Agency (TRA)	To maintain the database of qualified teachers in England.
The Department for Education	To record teaching staff information and to ensure teaching staff are regulated.
Educators and Examining Bodies	To record teaching staff information and to ensure teaching staff are regulated and have the relevant criteria to act as Educators and Examiners.
Our Regulatory Bodies	Ofsted and the Independent Schools Inspectorate hold teaching and other admin staff information.
Suppliers and Service Providers	To enable external suppliers to provide the service we have contracted them into Eden Academy for.
Financial Institutions	To record financial information of staff and ensure staff are paid the correct amount and on time.
Trade Unions and Associations	To support staff who work for Eden Academy Trust and ensure they are represented by an independent body.
Health Authorities	To record staff medical records and ensure staff undertake regular health checks.
Security Organisations	To supply Eden Academy Trust with security software and systems to issue door access cards and door fobs.
Health and Social Welfare Organisations	To record staff medical records.

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Professional Advisers and Consultants	To keep the database up to date with staff who may utilise the services of external consultants and other professional bodies.
Charities and Voluntary Organisations	To keep the database up to date with staff who offer voluntary services external to their work within the Eden Academy Trust.
Police Forces, Courts, Tribunals	To keep records on the staff employed at Eden Academy Trust who may be involved in disputes or other matters.
Professional Bodies	To record staff achievement and ongoing personal development.
Employment and Recruitment Agencies	To keep records on staff employed at Eden Academy Trust. Staff Personal Folder required for each individual staff member.
Specialist Service Providers	For the provision of email, anti-virus and other applications throughout the Eden Academy Trust.
Hardware Providers	iPad devices require specific information from each staff member to allow the end user account to be created with Apple.com.

EU GENERAL DATA PROTECTION REGULATION: -

The EU General Data Protection Regulation (GDPR) has now superseded the UK Data Protection Act 1998 as of 25th May 2018. This new policy expands your rights as an individual working for The Eden Academy Trust to control how your personal data is collected and processed.

At the Eden Academy Trust, we have an obligation to ensure that we have implemented technical and procedural measures to safeguard your personal information. The ICO can be contacted should you feel you have any cause to complain about how we are managing your data.

Transferring Data Internationally:

Where we transfer Personal Data to a country or territory outside the European Economic Area, we will do so in accordance with Data Protection Law.

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

Your Rights:

HOW TO ACCESS PERSONAL INFORMATION WE HOLD ABOUT YOU: -

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- **Give you a description of the information**
- **Tell you why we are holding and processing it, and how long we will keep it for**
- **Explain where we got it from, if not from you**
- **Tell you who it has been, or will be, shared with**
- **Let you know whether any automated decision-making is being applied to the data, and any consequences of this**
- **Give you a copy of the information in an intelligible form**

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer Alison Jones at The DPO Centre Ltd.

YOUR OTHER RIGHTS REGARDING YOUR DATA:

Under Data Protection Law, individuals have certain rights regarding how their Personal Data is used and kept safe. You have the right to:

- **Object to the use of your Personal Data if it would cause, or is causing, damage or distress**
- **Prevent your data being used to send direct marketing or advertising**
- **Object to the use of your Personal Data for decisions being taken by automated means (by a computer or machine, rather than by a person)**
- **In certain circumstances, have inaccurate Personal Data corrected, deleted or destroyed, or restrict processing**
- **Claim compensation for damages caused by a breach of the Data Protection Regulations**

To exercise any of these rights, please contact our Data Protection Officer.

This Privacy Notice is based on the [Department for Education's](#) framework for the school workforce, amended to reflect the way we at Eden Academy specifically use data in our SEN schools.

Complaints:

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact Us:

If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our Data Protection Officer Alison Jones at The DPO Centre Ltd.

The DPO Centre Ltd
dpo@theedenacademy.co.uk

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