



Privacy notice for parents/carers

Under the General Data Protection Regulation, you have a right to be informed about how the school uses any personal data that we hold about you or your child(ren). This privacy notice explains how we collect, store and use personal data..

Eko Trust, Elkington Rd, E13 8LH, is the 'data controller' for the purposes of data protection law. Our data protection officer is Louise Malina (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) 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
- 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 and videos
- CCTV images captured in school

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

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- 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 a 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)

Consent to use personal data can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Collecting this information

Whenever we seek to collect information from you 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. As a trust we may collect information about you and your child from their previous school.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule policy sets out how long we keep information about pupils. This is available upon request from the school office

Data sharing

We 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:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- The Department for Education – collection of assessment data and funding.
- London Grid for Learning – creation of online account to access educational resources.
- Safe Guard – management of child protection and welfare issues.
- Newham Social Services - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- Communication services – to enable us to contact you via text.
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Central and local government - to enable them to provide the service we have contracted them for.
- Health authorities - such as NHS for provision of care services
- Security organisations - to maintain a record of who is on site outside school drop off and pick up.
- Health and social welfare organisations - for provision of care services where applicable.
- Professional advisers and consultants - provision of services where applicable
- Police forces, courts, tribunals - as requested under legal requirements
- National Pupil Database - a legal record of education and qualifications of every child.

Youth support services (Eleanor Smith Only)

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Newham Council – Youth Support, 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 advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Newham Council – Youth Support.

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 and education data that the school holds about them. You can make a request on your child's behalf if not mature enough to do so themselves (usually under 12 years of age) or where the child has provided consent. You also have the right to make a subject access request with respect to any personal data the school holds about you.

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

- Give you a description of it
- 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 or your child
- 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

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 email [**gdpr@ekotrust.org.uk**](mailto:gdpr@ekotrust.org.uk)

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
- 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 email [**gdpr@ekotrust.org.uk**](mailto:gdpr@ekotrust.org.uk)

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 email [**gdpr@ekotrust.org.uk**](mailto:gdpr@ekotrust.org.uk)

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 email [**gdpr@ekotrust.org.uk**](mailto:gdpr@ekotrust.org.uk).