

32. PRIVACY NOTICE

Privacy Notice - Data Protection Act 1998

We, Insignis Academy Trust are the Data Controller for the purposes of the Data Protection Act. We collect information from you (e.g. contact details) and about your child, and may receive information about your child from other public bodies. The school holds this personal data and uses it to:

- support its students' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care;
- assess how well the school as a whole is doing;
- support cost effective and efficient school administration, including operating online payment and cashless catering systems.

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

We will not give information about you or your child to anyone outside the school without your consent unless the law and our policies permit it.

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

If you want to see a copy of the information we hold and share about you or your child then please contact the school's Assessment Officer.

If you require more information about how the Local Authority (Bucks County Council) or the Department for Education store and use this data please go to the following websites:

LA:

www.buckscc.gov.uk/privacynotice

DfE: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact the Local Authority (Bucks County Council) or the Department for Education as follows:

LA: schoolsweb@buckscc.gov.uk

DfE: Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

- Website: <https://www.gov.uk/government/organisations/department-for-education>
- Email: <http://www.education.gov.uk/help/contactus>
- Telephone: 0370 000 2288