



## PRIVACY NOTICE – PARENTS/CARERS/GUARDIANS AND PUPILS

This Data Protection Privacy Notice explains what personal data EKC Schools Trust collects and uses for the purposes of delivering and supporting your child’s education. We will only use your data and your child’s data for these purposes. We undertake to keep personal data confidential and secure at all times in accordance with our obligations under data protection legislation.

Further information about your rights and what EKC Schools Trust does to comply with data protection requirements can be found in our Data Protection Policy.

**EKC Schools Trust is the registered Data Controller. The contact address is:**

EKC Schools Trust  
 Ramsgate Road  
 Broadstairs  
 Kent CT10 1PN

**The Data Protection Officer’s contact details are:**

M: [DPO@eastkent.ac.uk](mailto:DPO@eastkent.ac.uk)  
 T: 01843 605024

**Data we collect, use, store and share about your child includes, but is not limited to:**

- Name and contact details
- Parental, sibling and extended family details\*
- Date of birth • Gender • Nationality and settled status information\*
- Adoption, care or special guardianship details\* if applicable
- Disabilities and additional learning needs
- Medical conditions, including physical and mental health
- Eligibility for free school meals, pupil premium or special educational needs\*
- Academic, curricular, behaviour and development records
- Assessment and examination records
- Attendance records
- Safeguarding and welfare information
- Disciplinary and exclusion information (if applicable)
- Images (photographs, CCTV, videos)
- Health & Safety records
- Risk assessments and PEEPs (if applicable)
- Details of payments made / outstanding debt
- Communications with us

\*we will collect, use and store this information about you. We will not share this data unless there is a legal obligation to do so.

**We will use this data to: (includes, but is not limited to the following)**



- Communicate with you / your guardian
- Support your child’s learning and development
- Monitor and report on your child’s progress
- Provide appropriate pastoral care and learning support
- Make reasonable adjustments under the Equality Act 2010
- Protect the welfare of your child and other children in our care
- Assess the quality of our service
- Administer admissions waiting lists
- Support you to decide options for your child when they leave us
- Carry out research
- Obtain funding for our services
- Comply with the law

**PRIVACY NOTICE – PARENTS/CARERS/GUARDIANS AND PUPILS**

**We can legally use your data because:**

- We must comply with legal obligations under the Education Act 1996 and the Children Act 1989 and to carry out tasks in the public interest.
- We need to protect the vital interests of you and others.

**Who may have access to your data?**

- You
- Staff in the Trust
- Parents / carers / guardians
- Government departments / other organisations which fund our provision
- The Department for Education (DfE)
- Ofsted
- Kent County Council
- Local authorities who are or may be involved in supporting you (dependent on circumstances)
- Agencies appointed by government to support education, training and welfare
- Examination boards
- Education technology application providers
- Multi agency forums which provide SEND advice, support and guidance
- Schools that your child may progress to
- Educational and professional services advisers who have contracted with the School to deliver services
- Partner organisations signed up to data sharing agreements, e.g., the Police, school nurses etc.

**We will keep your data for:**

- Data is retained in accordance with EKC Schools Trust Records Retention Schedule.
- In most cases we will keep your child’s data until they reach the age of 25.
- All data will be retained securely for the duration of the retention period after which time it will be destroyed via a confidential waste service.

**You have the right to:**



- Know what we are doing with personal data and why we are doing it
- Access your data within 1 month of your request
- Object to processing of your data and/or your child's data if it is, or is likely to, cause distress or damage\*
- Object to processing for direct marketing
- Have your data amended if the details are incorrect

\*if data relates to education or safeguarding concerns you may not be able to exercise this right  
If you wish to exercise your rights, please contact: [office@queenborough.kent.sch.uk](mailto:office@queenborough.kent.sch.uk)

## PRIVACY NOTICE – PARENTS/CARERS/GUARDIANS AND PUPILS

**You also have the right to make a complaint if you're not satisfied with the way that we've managed your data or your child's data.**

If you wish to raise a concern or make a complaint please firstly contact:

Mrs C Tomlin  
Head of School  
Queenborough School & Nursery  
Edward Road  
Queenborough  
Kent  
ME11 5DF  
01795662574

If you're not satisfied with the outcome, please refer your complaint to: [DPO@eastkent.ac.uk](mailto:DPO@eastkent.ac.uk)

If you're still not satisfied with the outcome you can contact the UK data protection regulatory authority, the Information Commissioner's Office via [www.ico.org.uk](http://www.ico.org.uk)