Privacy Notice

Policy Version Control	
Policy type	Academy Trust
Policy prepared by (name and designation)	Chris Carr Head of IT
Last review date	16.1.26
Description of changes	Spring 2026 - Update of schools and confirmation that new schools adopt this policy Update of DPO Amendment to age range of schools
Date of Board of Trustees approval	12th February 2026
Date released	12th February 2026
Next review date	Spring 2027

Document Owner & Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above.

A current version of this document is available to all members of staff on the school's Shared Area.

This policy is approved by the Board of Trustees annually and is issued on a version controlled basis under the signature of GDPR Governor.

1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR.

2. Responsibilities

2.1 The Data Protection Officer (DPO) is responsible for ensuring that this notice is made available to data subjects prior to The Lingfield Education Trusts collecting/processing their personal data.

2.2 All staff of The Lingfield Education Trust who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

3. Privacy notice - Children

3.1 Who are we?

The Lingfield Education Trust Academy Trust provides education for pupils aged 2 to 11. The Academy includes:

- Viewley Hill Academy
- Lingdale Primary School
- Captain Cook Primary School
- Lingfield Primary School
- Marton Manor Primary School
- The Avenue Primary School
- Vane Road Primary School
- Woodham Burn Primary School
- Cambrai Primary School
- Corporation Road Primary School
- Hurworth Primary School
- Mount Pleasant Primary School
- Handale Primary School
- Preston Primary School
- Heathfield Primary School
- Hemlington Hall Academy
- Northwood Primary School
- Harewood Primary School
- Chaloner Primary School
- Mandale Mill Primary School
- Prince Bishop Primary School
- Lynnfield Primary School
- Golden Flats Primary School
- West Park Academy

As new schools join the Trust, they will adopt this policy on conversion.

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We 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 **pupils**.

We, The Lingfield Education Trust, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) and data protection representatives can be contacted directly here:

schoolsdpo@veritau.co.uk
Tel: 01904 554025

3.2 **What data do we collect?**

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

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

3.3 **Why do we collect this data?**

The personal data we collect will be used for the following purposes:

- 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

- To enable us to carry out specific functions for which we are responsible
- Assess performance and to set targets for schools

3.4 **Legal Basis**

We only collect and use pupil personal data when the law allows us to. Most commonly, we process it where:

- Contractual obligation(s) arising from any contracts entered and/or entering into by you and us
- Legal obligations arising from any requirements and/or statutes from Central Government departments (Department of Education / Education Skills and Funding Agency)
- Explicit consent given to provide information about upcoming events, activities, campaigns and news associated to our Trust.

Less commonly, we may also process pupil 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 pupil personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.
Some of the reasons listed above for collecting and using pupil personal data overlap, and there may be several grounds which justify our use of this data.

The special categories of personal data concerned are:

- Racial
- Ethnic origin
- Political opinions
- Religious beliefs
- Philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data
- Health data
- Data concerning a natural person's sex life
- Sexual orientation

3.5 **Collecting this information**

Whilst the majority of pupil information you provide to us is mandatory, some information is provided on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. If it is mandatory, we will explain the possible consequences of not complying.

3.6 **How we store the 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 records management policy sets out how long we keep information about pupils. Contact school to obtain more information on our schools record management policy including data retention.

3.7 **How do we use your information**

In order for us to provide your child/children with the best experience we need to collect personal data to enable us to educate your child/children under the requirements set by The Department of Education and the Education Funding Agency. All information relating to your child/children is used to enhance their personalised learning goals and if additional support is required for SEN or health-related matters.

Data relating to a person(s) of parental responsibilities is used to keep them informed of their child's/children's progress and for emergency purposes.
In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

In terms of being contacted for marketing purposes The Lingfield Education Trust would contact you for additional consent.

We are really proud of the things we do at our Academy and we are keen to tell people about the wonderful things we do. We would like to send you information about our news and services which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes or giving your information to third parties. If you no longer wish to be contacted for marketing purposes, please contact us immediately.

3.8 **Data sharing**

We do not share information about pupils with any third party without consent unless the law and our obligations and 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. We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. The pupil's family and representatives (unless otherwise stipulated)
- Other schools and educational establishments
- Educators and examining bodies
- Our regulator Ofsted

- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

3.9 **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 and early years census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam 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.

3.10 **Consent**

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.
Consent is required for The Lingfield Education Trust to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time.

3.11 **Disclosure**

The Lingfield Education Trust will not pass on your personal data to third parties without first obtaining your consent. The following third parties will receive your personal data for the following purpose(s) as part of the processing activities:

Third-party organisation	Safeguards in place to protect your personal data	Reasons for sharing:
Our local authority	Encrypted data transfer in the EEA	We are required to share information about our workforce members with our local authority (LA) under section five of the Education Regulations 2007 and amendments.
The Department of Education	Encrypted data transfer in the EEA	We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation and links to school funding / expenditure and the assessment educational attainment.

The Lingfield Education Trust, at your request, can confirm what information we hold about you and how it is processed. If The Lingfield Education Trust does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data..
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of The Lingfield Education Trust or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.

- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

The Lingfield Education Trust accepts the following forms of ID when information on your personal data is requested such as:

- Passport
- driving licence
- birth certificate
- utility bill (from last 3 months)

3.12 **Retention period**

The Lingfield Education Trust will process personal data for up to three months after termination of employment and will store the personal data for up to six months post-termination.

3.13 **Your rights as a data subject**

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Organisation Name refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved (as stated in 3.4 above) in the processing of your personal data.

3.14 **Complaints**

In the event that you wish to make a complaint about how your personal data is being processed by The Lingfield Education Trust (or third parties as described in 3.4 above), or how your complaint has been handled, you have the right to

lodge a complaint directly with the supervisory authority and The Lingfield Education Trust data protection representatives Data Protection Officer (DPO).

The details for each of these contacts are:

	Supervisory authority contact details	**Data Protection Officer (DPO) contact details**
Contact Name:	Complaints Department	Data Protection Officer
Address line 1:	Information Commissioner's Office	Corporation Road Primary School
Address line 2:	Wycliffe House	Darlington
Address line 3:	Walter Lane	DL3 6AR
Address line 4:	Wilmslow	
Address line 5:	Cheshire	
Address line 6:	SK9 5AF	
Email:	https://ico.org.uk/concerns	schoolsdpo@veritau.co.uk
Telephone:	0303 123 1113	01904 554025

3.15 **Privacy statement**
Read more about how and why we use your data here:
https://www.lingfieldeducationtrust.com/

4. Privacy notice - Adults

4.1 Who are we?

The Lingfield Education Trust provides education for pupils aged 2 to 11. The Academy includes:

- Viewley Hill Academy
- Lingdale Primary School
- Captain Cook Primary School
- Lingfield Primary School
- Marton Manor Primary School
- The Avenue Primary School
- Vane Road Primary School
- Woodham Burn Primary School
- Cambrai Primary School
- Corporation Road Primary School
- Hurworth Primary School
- Mount Pleasant Primary School
- Handale Primary School
- Preston Primary School
- Heathfield Primary School
- Hemlington Hall Academy
- Northwood Primary School
- Harewood Primary School
- Chaloner Primary School
- Mandale Mill Primary School
- Prince Bishop Primary School
- Lynnfield Primary School
- Golden Flats Primary School
- West Park Academy

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We 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 with, or work at our school either directly or indirectly (voluntary, sub-contractor etc)**.

We, The Lingfield Education Trust, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) and data protection representatives can be contacted directly here:

schoolsdpo@veritau.co.uk

Tel: 01904 554025

4.2 **What data do we collect?**

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

- Personal information (such as name, employee number, teacher number, national insurance number, bank account details)
- Contact information (telephone number, email address as well as emergency contact details for next of kin)
- Contract information (such as start dates, hours worked, post, roles, salary and pension and payroll information)
- Work absence information (such as number of absences and reasons)
- Employment information (such as qualifications, professional memberships, employment history, performance 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
- Outcomes of any disciplinary and/or grievance procedures
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

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):

- Gender, age, race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

4.3 **Why do we collect this data?**

The personal data we collect will be used for the following purposes:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- 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
- Support external auditing process
- 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
- To enable us to carry out specific functions for which we are responsible
- Assess performance and to set targets

4.4 **Legal Basis**

We only collect and use pupil personal data when the law allows us to. Most commonly, we process it where:

- Contractual obligation(s) arising from any contracts entered and/or entering into by you and us
- Legal obligations arising from any requirements and/or statutes from Central Government departments (Department of Education / Education Skills and Funding Agency)
- Explicit consent given to provide information about upcoming events, activities, campaigns and news associated to our Trust.

Less commonly, we may also process pupil 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 adult personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.
Some of the reasons listed above for collecting and using adult personal data overlap, and there may be several grounds which justify our use of this data.

The special categories of personal data concerned are:

- Racial
- Ethnic origin
- Political opinions
- Religious beliefs
- Philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data
- Health data
- Data concerning a natural person's sex life
- Sexual orientation

4.5 **Collecting this information**

Whilst the majority of pupil information you provide to us is mandatory, some information is provided on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in

this. If it is mandatory, we will explain the possible consequences of not complying.

4.6 **How we store the 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 records management policy.

4.7 **How do we use your information**

The personal data we collect will be used for the following purposes:

- To carry out our obligations arising from any contracts entered and/or entering into by you and us
- Notify you of changes to our services
- Send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other activities, promotions of our associated companies goods and services
- Process a job application
- To ensure safeguarding of all individuals (staff and pupils)
- Facilitate the legal and regulatory requirements of local and central government departments
- To ensure the safety of persons whilst within our premises (health & safety and medical)
- Provide the highest levels of education provision to the pupils in our care
- Enable the development of a comprehensive picture of the workforce and how it is deployed (School workforce)
- Inform the development of recruitment and retention policies
- Enable individuals to be paid

4.8 **Data sharing**

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:

- Local authority – We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- The Department for Education - We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.
- Your family or representatives
- Educators and examining bodies
- Our regulator Ofsted, ESFA.

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial, human resources and health & safety (other support) organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and

handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:
https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

To contact the department: https://www.gov.uk/contact-dfe

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.

4.9 **Consent**

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.
Consent is required for The Lingfield Education Trust to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time.

4.10 **Disclosure**

The Lingfield Education Trust will not pass on your personal data to third parties without first obtaining your consent. The following third parties will receive your personal data for the following purpose(s) as part of the processing activities:

Third-party organisation	**Safeguards in place to protect your personal data**	**Reasons for sharing:**
Our local authority	Encrypted data transfer in the EEA	We are required to share information about our workforce members with our local authority (LA) under section five of the Education Regulations 2007 and amendments.
The Department of Education	Encrypted data transfer in the EEA	We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation and links to school funding / expenditure and the assessment educational attainment.

The Lingfield Education Trust, at your request, can confirm what information we hold about you and how it is processed. If The Lingfield Education Trust does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of The Lingfield Education Trust Academy Trust or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

The Lingfield Education Trust accepts the following forms of ID when information on your personal data is requested such as:

- Passport
- driving licence
- birth certificate
- utility bill (from last 3 months)

4.11 **Retention period**

The Lingfield Education Trust will process personal data for up to three months after termination of employment and will store the personal data for up to six months post-termination.

4.12 **Your rights as a data subject**

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Organisation Name refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved (as stated in 3.4 above) in the processing of your personal data.

4.13 **Complaints**

In the event that you wish to make a complaint about how your personal data is being processed by The Lingfield Education Trust (or third parties as described in 3.4 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and The Lingfield Education Trust data protection representatives Data Protection Officer (DPO).

The details for each of these contacts are:

	Supervisory authority contact details	**Data Protection Officer (DPO) contact details**
Contact Name:	Complaints Department	Data Protection Officer
Address line 1:	Information Commissioner's Office	Corporation Road Primary School
Address line 2:	Wycliffe House	Darlington

Address line 3:	Walter Lane	DL3 6AR
Address line 4:	Wilmslow	
Address line 5:	Cheshire	
Address line 6:	SK9 5AF	
Email:	https://ico.org.uk/concerns	schoolsdpo@veritau.co.uk
Telephone:	0303 123 1113	01904 554025

4.14 **Privacy statement**
Read more about how and why we use your data here:
https://www.lingfieldeducationtrust.com/

5. Online privacy statement

Personal data
Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

> "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

Who are The Lingfield Education Trust?
The Lingfield Education Trust provides education for pupils aged from 2 to 11. Our Academy is based in Darlington and includes Mowden Infant School and Mowden Junior School.

What does The Lingfield Education Trust collection your information for?
We obtain information about you when you use our website.

We collect information on your child/children to educate them in a secure, safe and nurturing environment. We address any specific needs your child/children may have to make their learning experience the best it possibly can be.

We also collect parental information to keep you informed of your child's/children's progress in school as well as opportunities that may present themselves during the academic year.

We also collect information when you voluntarily complete surveys, undertake enquiries on our website, log requests with us, provide feedback to us and participate in any events we may hold.

We use pupil's data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To enable us to carry out specific functions for which we are responsible
- Assess performance and to set targets for schools

How does The Lingfield Education Trust use your information?

In order for us to provide your child/children with the best experience at The Lingfield Education Trust we need to collect personal data to enable us to educate your child/children under the requirements set by The Department of Education and the Education Funding Agency. All information relating to your child/children is used to enhance their personalised learning goals and if additional support is required for SEN or health-related matters.

Data relating to a person(s) of parental responsibilities is used to keep them informed of their child's/children's progress and for emergency purposes.

In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

What about marketing?

In terms of being contacted for marketing purposes The Lingfield Education Trust would contact you for additional consent.

We are really proud of the things we do at our Trust and we are keen to tell people about the wonderful things we do. We would like to send you information about our news and services which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes or giving your information to third parties. If you no longer wish to be contacted for marketing purposes, please contact us immediately.

Will The Lingfield Education Trust share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to The Lingfield Education Trust in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they

no longer need your data to fulfil this service, they will dispose of the details in line with The Lingfield Education Trust's procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

We share pupil's data with other schools for information sharing purposes in preparation to accept new pupils into our Trust of schools. We also share pupil information in preparation for the time when pupils leave our care and move on to new educational establishments.

We share pupil's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

How will The Lingfield Education Trust use the personal data it collects about me?

The Lingfield Education Trust will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavor to keep your information accurate and up to date, and not keep it for longer than is necessary. The Lingfield Education Trust is required to retain certain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific government requirements, business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

Under what circumstances will The Lingfield Education Trust contact me?

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

What if the information you have on me is inaccurate?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

Can I find out the personal data that the organisation holds about me?

The Lingfield Education Trust at your request, can confirm what information we hold about you and how it is processed. If The Lingfield Education Trust does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of The Lingfield Education Trust or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.

- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

What forms of ID will I need to provide in order to access this?
The Lingfield Education Trust accepts the following forms of ID when information on your personal data is requested such as:

- Passport
- driving licence
- birth certificate
- utility bill (from last 3 months)

Contact details of the Data Protection Officer (DPO):

	Data Protection Officer (DPO) contact details
Contact Name:	DPO
Address line 1:	The Lingfield Education Trust
Address line 2:	Corporation Road Primary School
Address line 3:	Darlington
Address line 4:	DL3 6AR

Address line 5:	
Address line 6:	
Email:	schoolsdpo@veritau.co.uk
Telephone:	01904 554025