

Privacy Notice

1. Introduction

West Norfolk Academies Trust (“the Trust”, “we”, “us”) is committed to protecting the privacy and security of personal information. This Privacy Notice explains how we collect, use, store, and share personal data about individuals who interact with us, including:

- Pupils
- Parents and carers
- Staff and job applicants
- Governors and trustees
- Volunteers and contractors
- Visitors to our schools
- Individuals contacting or engaging with the Trust

We are the **Data Controller** for the personal data we process.

2. The Information We Collect

We may collect and process the following categories of information, depending on your relationship with the Trust:

2.1 Personal identifiers

- Name, address, contact details
- Date of birth, gender
- Unique identifiers (e.g., pupil number, staff ID)

2.2 Education and pupil information

- Attendance, behaviour, safeguarding information
- Assessments, test results, school work
- Special educational needs information
- Pastoral and wellbeing information

2.3 Employment and applicant information

- Application forms, references, right-to-work checks
- Contract details, payroll, pensions, benefits
- Training, performance, conduct, absence records

2.4 Health and safeguarding information

- Medical conditions, allergies, care plans
- Occupational health reports
- Safeguarding records where relevant

2.5 Technical and security information

- CCTV footage
- Visitor logs
- IT system usage, device identifiers, online learning activity

2.6 Financial information

- Payment details for trips, meals, or services
- Eligibility for funding or benefits (e.g., free school meals)

2.7 Special category and criminal offence data

Where necessary and lawful, we may process:

- Health data
- Ethnicity and language
- Religion (where provided)
- Safeguarding information
- DBS and vetting information

2.8 Where we obtain information from

We may receive information from:

- You directly
- Parents/carers
- Previous schools or employers
- Local authority and government bodies
- NHS and health professionals
- DBS and vetting services
- Online learning platforms
- CCTV and IT systems

3. Why We Use Personal Information

We use personal data to:

- Deliver education and support pupil learning
- Safeguard pupils and maintain welfare
- Manage admissions and transitions

- Communicate with parents and carers
- Provide school meals, trips, clubs, and activities
- Recruit, employ, and manage staff
- Meet legal and statutory duties
- Maintain school security and IT systems
- Respond to complaints, enquiries, and legal requests
- Manage governance, finance, and Trust operations

We will only use your personal data for the purposes for which it was collected unless we reasonably consider that we need to use it for another compatible purpose.

4. Lawful Bases for Processing

We rely on the following lawful bases under UK GDPR:

- **Public task** – delivering education and carrying out official functions
- **Legal obligation** – safeguarding, health and safety, employment law, reporting duties
- **Contract** – employment contracts, service agreements
- **Legitimate interests** – Trust operations, IT security, site safety
- **Consent** – optional activities such as use of photos or marketing

Special category data is processed under:

- Employment and social protection law
- Substantial public interest (e.g., safeguarding)
- Vital interests
- Health and social care purposes
- Explicit consent (where required)

Criminal offence data is processed under:

- Safeguarding and regulatory requirements
- Employment and vetting obligations

If you do not provide certain information

Some information is required by law or by contract. If you do not provide it, we may be unable to provide education, employ you, or fulfil our obligations.

5. Who We Share Information With

We may share information with:

- Local authority
- Department for Education

- Other schools or settings
- Exam boards and awarding bodies
- NHS and health professionals
- Police and safeguarding partners
- Payroll, pension, and HR providers
- IT and online learning providers
- External auditors and regulators
- Transport providers, trip organisers, and service providers

We only share the minimum information necessary and always in line with data protection law.

6. International Transfers

We do not routinely transfer personal data outside the UK. If a transfer becomes necessary (e.g., through an IT provider), we will ensure appropriate safeguards are in place, such as:

- Adequacy regulations
- International Data Transfer Agreements (IDTAs)
- Standard Contractual Clauses (SCCs)

7. How Long We Keep Information

We keep personal data only for as long as necessary to fulfil the purposes for which it was collected and to meet legal requirements. Examples include:

- Pupil records: until the pupil is 25
- Safeguarding records: longer retention as required by law
- Personnel files: 6 years after employment ends
- Financial records: 10 years

A full retention schedule is available on request.

8. Automated Decision-Making

We do not make decisions about individuals based solely on automated processing or profiling.

9. Your Rights

You have the right to:

- Access your personal information
- Request correction of inaccurate data
- Request deletion (where appropriate)

- Request restriction or object to processing
- Request data portability (where applicable)
- Withdraw consent (where consent is used)
- Complain to the Information Commissioner's Office (ICO)

We encourage you to raise any concerns with us first so we can resolve them promptly.

10. Contact

Data Protection Officer

West Norfolk Academies Trust Email: dpo@westnorfolkacademiestrust.co.uk