

## **Privacy Notice - Data Protection Act 1998**

### **Ref: Pupil Data**

We Focus-Trust are the Data Controller for the purposes of the Data Protection Act. We have a Data Protection Policy. We collect information from you and may receive information about you from your previous school and the local authority among others. We hold this personal data and use it to:

- support teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care; and
- assess progress.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the Trust without your consent unless this is required by law or our rules allow us to.

We are required to pass some of your information to the Local Authority and the Department for Education (DfE). Any pupil data that the LA share with government and/or partner agencies will be strictly assessed and the LA will ensure that the Data Protection Act 1998 is complied with.

If you want to see a copy of the information we hold and share about you then please contact the Academy Business Manager

If you require more information about how the Local Authority (LA) store and use your information please see the local authority website.

If you require more information about how the DfE store and use your information please see the DfE website: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

## **Privacy Notice - Data Protection Act 1998**

### **Ref: Staff Workforce Data**

We Focus-Trust are the Data Controller for the purposes of the Data Protection Act. We have a Data Protection Policy.

Personal data is held by the Focus-Trust about those employed or otherwise engaged to work at the academy. This is to assist in the smooth running of the academy and Trust and/or enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of school workforce data across the sector;
- enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- informing the development of recruitment and retention policies;
- allowing better financial modeling and planning; and
- enabling ethnicity and disability monitoring.

This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications and absence information.

We will share this data with our designated HR and payroll provider. Other than this, we will not give information about you to anyone outside the Trust without your consent unless it is required by law or our rules allow us to.

We are required by law to pass on some of this data to the Department for Education (DfE).

If you require more information about how the DfE store and use this data please go to the following websites:

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