

General Privacy Notice

Who are we?

Excellence in Education Trust is an Academy Trust that includes two schools and a private Nursery: **Oakington Manor School** and **Furness Primary School** and **Acorn Nursery**. Excellence in Education Trust is a registered charity (Charity Commission reference number:).

This Privacy Notice *summarises* how **Excellence in Education Trust** uses and protects any information that you give us, whether on the website or by any other means. There are *specific* Privacy Notices on our Website for:

- Pupils
- Parents
- Lettings
- Workforce & Trustees

Excellence in Education Trust is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified then you can be assured that it will only be used in accordance with these Privacy Notices.

Excellence in Education Trust may change these notices from time to time by updating them on the website. You should check the website from time to time to ensure that you are happy with any changes. Where there are substantial changes that will affect your rights, you will be informed. This notice is effective from May 2018.

What are these Privacy Notices for?

- They are intended to provide information about how the school will use (or "process") personal data about individuals including: its current and prospective staff; its current and prospective pupils; and their parents, carers or guardians (referred to in this notice as "parents") and Trustees.
- This information is provided in accordance with the rights of individuals under General Data Protection Regulation (GDPR), and all applicable data protection legislation, to understand how their data is used. Staff, parents, pupils are all encouraged to read these Privacy Notices and understand the Trusts obligations to its entire community.
- These Privacy Notices apply alongside any other information the school may provide about a particular use of personal data, for example; when collecting data via an online or paper form.
- These Privacy Notices also apply in addition to the school's other relevant terms and conditions and policies, including:
 - (a) any contract between the school and its staff or the parents of pupils;
 - (b) the school's policy on taking, storing and using images of children, entitled Camera Use Policy;
 - (c) the school's Security Policy;
 - (d) the school's Data Retention Policy;

- (e) the school's Safeguarding, or Health and Safety policies, including as to how concerns or incidents are recorded;
- (f) the school's IT policies, including its ICT Acceptable Use policy for pupils and Data Protection and ICT Acceptable Use Policy (for staff);
- (g) Anyone who works for, or acts on behalf of, the school (including staff, volunteers, Council members and service providers) should also be aware of and comply with these Privacy Notices, which also provide further information about how personal data about those individuals will be used.

Responsibility for Data Collection

Excellence in Education Trust has appointed Privacy Officers who will deal with all your requests and enquiries concerning the school's use of your personal data and endeavours to ensure that all personal data is processed in compliance with these notices and all applicable Data Protection legislation.

The Data Protection Lead for *Both* Schools:

Andrew Newton, who can be contacted by email at: andrewn@oakmanor.brent.sch.uk or by telephone: 0208 9022871.

The Data Protection Officer for The Trust

Deepti Bal, who can be contacted via [email: deepti@educationadvisoryservice.org](mailto:deepti@educationadvisoryservice.org)

Notice Area: School Office
Author: Data Protection Team
Version: November 2019
Last Updated: November 2023
Review Date: January 2024, or as required

Our postal address is: Oakington Manor School, Oakington Manor Drive, Wembley, Middlesex, HA9 6NF. You can contact us: +44 (0)208 9022871 or by email: admin@oakmanor.brent.sch.uk

Agreed by Governors	10 th December 2022
Agreed by Staff	December 2022
Next Review date	December 2023