The Aspire Academy Trust

Data Handling and Protection Policy

Privacy Notice

Privacy Notice - Data Protection Act 1998

We**,** the **Aspire Academy Trust,** are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school or academy and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well the academy is doing.

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

We will not give information about you to anyone outside the Academy or Trust without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about you that we hold and/or share, please contact **your Academy administrator or Principal**

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

www.cornwall.gov.uk and
http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause

If you are unable to access these websites, we can send you a copy of this information. Please contact the LA or DfE as follows:

Public Communications Unit, Department for Education
Sanctuary Buildings, Great Smith Street, London
SW1P 3BT
Website: www.education.gov.uk
email: http://www.education.gov.uk/help/contactus
Telephone: 0370 000 2288