



## **Eatock Primary School Privacy Notice for School Direct Students**

Those recruited for our school-led initial teaching training scheme in partnership with Edge Hill University.

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 **School Direct Students**.

We, Eatock Primary School, are the 'data controller' for the purposes of data protection law.

### **The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about the students includes, but is not restricted to:

- Personal information (such as name, address, TRN, national insurance number, work and educational history)
- Relevant medical information
- Special categories of data including characteristics information such as gender, age, ethnic group
- Qualifications (and, where relevant, subjects taught)

### **Why we collect and use this data**

We use student data to:

- To ensure the criteria is met to comply with the School Direct scheme admission policy
- Comply with the law regarding data sharing

### **Our legal basis for using this data**

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

- We need to comply with a legal obligation
- It is necessary for the performance throughout the School Direct programme

Less commonly, we may also process 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Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.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 personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **Storing this information**

Our Information Management Policy sets out how long we keep information about School Direct students. A copy of this policy is available on request from the School Office.

### **Data sharing**

We routinely share this information with:

- Professional bodies
- Edge Hill University
- Cluster Schools (Before your placement begins we will inform your chosen school of your full name and contact details)



### **Why we share school workforce information**

We do not share information about our School Direct students with anyone without consent unless the law and our policies allow us to do so.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Ann Flannery, Headteacher.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Mrs A Flannery (Tel: 01942 634672 Email: [office@eatock.bolton.sch.uk](mailto:office@eatock.bolton.sch.uk)) in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Mrs A Flannery, then you can contact the DPO on the details below:

Data Protection Officer: Judicium Consulting Limited  
Address: 72 Cannon Street, London, EC4N 6AE  
Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)  
Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)  
Lead Contact: Craig Stilwell

I am happy for Eatock Primary School to use my photograph for publicity purposes

Yes ☐ No ☐

I can sign to confirm I have read the Eatock Primary School Direct Privacy Notice.

Sign .....

Print name .....

Date .....