



- Family details (for example, details of other children, emergency contacts)
- Admission requests
- Records of communications (for example, emails, phone messages and letters)
- Records of visits to school (for example, time and date, the person you visited)
- Photographs of you or images on CCTV
- Banking details (a credit or debit card registered with our payment system)
- Records of transactions in our payment system
- Consent for school visits and extra-curricular activities

In some cases, we will also have:

- Information about consultation with other professionals
- Information about your employment and financial situation
- Information about any care or contact orders relating to your child(ren)

We use the information to:

- Support the admissions process
- Support learning for your child(ren)
- Maintain a safe environment for our pupils
- Provide appropriate pastoral care
- Enable you to pay for activities for your child(ren)
- Enable you to pay for school meals for your child(ren)
- Enable free school meals to be provided
- Comply with our legal obligations to share information
- Ensure your health and safety if you visit school
- To keep you up to date with news about the school

Based on the reason we are using your personal data, our use will be legal due to one of the following:

Some personal data is kept for different lengths of time. For example:

- Records of admission to the school are kept permanently. We do this as pupils often ask us to confirm the dates that they attended the school.
- Correspondence about a child's absence is kept for the current year and 2 years afterwards.
- Records of your visits to schools are kept for the current year and 6 years afterwards .

If you would like to know how long we keep a specific piece of personal data, please contact the Trust Data Protection Lead whose details can be found at the end of this privacy notice.

It is very important that only people who need to use your information can see it. The school keeps your information safe by:

- Securing our buildings and checking all visitors.
- Providing staff with lockable draws and cupboards so that information is locked away.
- Disposing of confidential paper documents safely by shredding them.
- Having secure electronic storage of information.
- Reminding staff to ensure that they are not overheard or their monitor is not viewed by anyone not authorised to know or see information about you.

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we may share personal data with are:

- Family, associates and

If we are collecting or using your personal data, you have the following rights.

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data you can contact the school or the Data Protection Lead whose details can be found at the end of this privacy notice. You may also need to supply us with standard information to verify your identity.

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object

Contact number: 0116 214 3148  
Contact address: The Mead Centre, 343 Gipsy Lane, Leicester, LE4 9DD

Schools are also required to have someone called a . The DPO advises  
the Trust and school about issues to do with data protection, but can also help you, if you have a  
problem.

Our Data Protection Officer is:

Name of DPO: GDPR Sentry Limited  
email address: support@gdprsentry.com  
Contact number: 0113 804 2035  
Contact address: Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire, LS23 7FG

If you have any questions about this privacy notice, please contact the Trust Data Protection Lead or  
the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, we request 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/> or call 0303 123 1113.