



**DISCOVERY**  
EDUCATIONAL TRUST

## **Privacy Notice**

## Privacy Notice

Discovery Educational Trust (DET) and its Schools respect you and your child's privacy and are committed to complying with privacy legislation.

The information below is referred to as a 'Privacy Notice', which explains how DET and its Schools use and protect your personal information.

DET/its Schools have a Data Protection Officer, whose role is to ensure that any personal information processed by DET/its Schools is processed fairly and lawfully.

If you have any concerns or questions regarding how DET/its Schools look after your personal information, please contact the Data Protection Officer, Lauri Almond, at [IGS@essex.gov.uk](mailto:IGS@essex.gov.uk) or by calling 0333 032 2970.

### 1. What is Personal Information?

Personal information is often records that can identify and relate to a living person. This can also include information that, when put together with other information, can then identify a person. For example. online identifiers or location data.

### 2. What are Special Categories of Information?

This is personal information that needs more protection due to its sensitivity. This information is likely to include:

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric information

### 3. How DET/its Schools Limit the Use of Personal Information

DET/its Schools use personal information to deliver education effectively; but wherever possible, the information that DET/its Schools process is anonymised, pseudonymised or de-personalised. This means that the information can no longer identify a person.

When using personal information for research purposes, the information is anonymised/pseudonymised to avoid the identification of a person, unless you have agreed that your personal information can be used for the research project.

DET/its Schools do not sell personal information to any other school for the purposes of selling products.

### 4. Why DET/its Schools Use Personal Information

DET/its Schools use personal information to help run the Schools effectively, deliver a quality education, and safeguard pupils and staff. Please see the DET service-specific Privacy Notices, which explain how your personal information is used for each DET/School activity.

## **5. Your Privacy Rights**

The law provides you with a number of rights to control the processing of your personal information:

### **Accessing the information that DET/its Schools hold about you**

You have the right to ask for all the information that DET/its Schools have about you. When DET/its Schools receive a request from you in writing, DET/its School must, normally, give you access to everything recorded about you. However, you are unable to see any parts of your record, which contain:

- Confidential information about other people; or
- Information that a professional thinks will cause serious harm to you or someone else's physical or mental wellbeing; or
- If DET/its Schools think that the prevention or detection of crime may be adversely affected by disclosing information to you.

This applies to paper and electronic records. If you ask, DET/its Schools also allow others to see your record (except if one of the points above applies). If you cannot ask for your records in writing, DET/its Schools ensure that there are other ways you can make the request. If you have any queries regarding access to your information, please contact:

Chase High School – [gdpr@chasehigh.org](mailto:gdpr@chasehigh.org)

Larchwood Primary School – [gdpr@larchwood.essex.sch.uk](mailto:gdpr@larchwood.essex.sch.uk)

St. Martin's School – [gdpr@st-martins.essex.sch.uk](mailto:gdpr@st-martins.essex.sch.uk)

### **Changing information that you believe to be inaccurate**

You should let DET/its Schools know if you disagree with something written on your file.

DET/its Schools may not always be able to change or remove the information; however, factual inaccuracies are corrected and your comments may be included in the records. Please use the contact details above to report inaccurate information.

### **Asking for your information to be deleted (right to be forgotten)**

In some circumstances, you can request the erasure of the personal information used by DET/its Schools. For example:

- Where the personal information is no longer needed for the purpose for which it was collected
- Where you have withdrawn your consent to the use of your information and there is no other legal basis for the processing
- Where there is no legal basis for the use of your information

- Where erasure is a legal obligation

Where personal information has been shared with others, DET/its Schools make every reasonable effort to ensure that those using your personal information comply with your request for erasure.

Please note that the right to erasure does not extend to using your personal information where:

- It is required by law
- It is used for exercising the right of freedom of expression
- It is in the public interest in the area of public health
- It is for archiving purposes in the public interest, scientific or historical research purposes, or statistical purposes where it would seriously affect the achievement of the objectives of the processing
- It is necessary for the establishment, defense or exercise of legal claims.

### **Restricting what your information is used for**

You have the right to ask DET/its Schools to restrict what your personal information is used for where one of the following applies:

- You have identified inaccurate information, and have notified DET/its Schools of this
- Where using your information is unlawful, and you wish DET/its Schools to restrict rather than erase the information
- Where you have objected to DET/its Schools using the information, and the legal reason for DET/its Schools using your information has not yet been provided to you.

When information is restricted, it cannot be used other than to securely store the information, and with your consent, to handle legal claims, protect others, or where it is for important public interests of the UK. Where restriction of use has been granted, DET/its Schools inform you before the use of your personal information is resumed.

You have the right to request that DET/its Schools stop using your personal information in some circumstances, for example where DET/its Schools rely on your consent. However, DET/its Schools are required by law to use personal information to deliver education services, so, for those purposes, DET/its Schools could not grant your request.

### **Computer-based decisions about you and if you are 'profiled'**

You have the right to object about decisions being made about you by automated means (by a computer and not a human being), unless it is required for any contract that you have entered into, required by law, or you have consented to it. You also have the right to object if you are being 'profiled'. Profiling is where decisions are made about you based on certain things in your personal information.

If you have concerns regarding automated decision making, or profiling, please use the above contact details to contact DET/its Schools, who will advise you about how your information is being used.

## **6. Who do DET/its Schools share your personal information with?**

As explained in the service-specific Privacy Notices, DET/its Schools use a range of companies and partners to either store or manage personal information. Where DET/its Schools have these arrangements, there is always a contract, a Memorandum of Understanding or an information sharing protocol in place to ensure that DET/its Schools comply with information protection law. DET/its Schools complete Privacy Impact Assessments before personal information is shared to ensure their compliance with the law.

Sometimes, DET/its School have a legal duty to provide information about people to other schools, e.g. Child Protection concerns or statutory returns to the Department for Education, for example the school census.

DET/its Schools may also share your personal information when they feel that there is a good reason that is more important than protecting your confidentiality. This does not happen often, but DET/its Schools may share your information:

- to find and stop crime or fraud; or
- if there are serious risks to the public, DET/School staff or to other professionals; or
- to protect a child.

The law does not allow DET/its Schools to share your information without your permission, unless there is proof that someone is at risk or it is required by law. This risk must be serious before DET/its Schools can go against your right to confidentiality.

When DET/its Schools are worried about physical safety or they feel that they need to take action to protect someone from being harmed in other ways, they discuss this with you and, if possible, get your permission to tell others about your situation. DET/its Schools may still share your information if they believe that the risk to others is serious enough to do so.

There may also be rare occasions when the risk to others is so great that DET/its Schools need to share information straight away. If this is the case, they ensure that they record what information they share and the reasons for doing so. DET/its Schools let you know what they have done and why as soon as possible or if they think it is safe to do so.

DET/its Schools are required, by law, to share certain information with the Department for Education; for more details on how it uses personal information, please click [here](#).

DET/its Schools are also required to share some information with [Essex County Council](#) or [Southend Borough Council](#); for more details on how they use personal information please click on the relevant Council name.

If you live or attend school in the Southend Borough Council area, you can find its Privacy Notice [here](#).

If you live or attend school in the Essex County Council area, you can find its Privacy Notice [here](#).

## **7. How does DET/its School protect your information?**

DET/its School do what they can to ensure that they hold personal records (on paper and electronically) in a secure way, and they only make them available to those, who have a right to see them. DET/its Schools' security measures include:

- Encryption allows information to be hidden so that it cannot be read without special knowledge (such as a password). This is done with a secret code or cypher. The hidden information is said to be encrypted.
- Controlling access to systems, networks and buildings allows DET/its Schools to stop people, who are not allowed to view your personal information from getting access to it.
- Training for DET/its Schools' staff makes them aware of how to handle information and how and when to report when something goes wrong.
- Ways for DET/its Schools to access your information should something go wrong and their systems do not work, including how they manage your information in event of an emergency or disaster.
- Regular testing of DET/its Schools' technology and processes including keeping up to date on the latest security updates (commonly called patches).

### **If your information leaves the country**

Sometimes, for example where DET/its Schools receive a request to transfer school records to a new school, it is necessary to send that information outside of the UK. In such circumstances, additional protection is applied to that information during its transfer, and, where the receiving country does not have an adequacy decision, advice is sought from the Information Commissioners Office prior to the information being sent.

## **8. How long does DET/its Schools keep your personal information?**

DET's retention schedule lists how long your information may be kept for different purposes. A copy of the retention schedule can be requested from any of the DET School Offices.

## **9. Where can I get advice?**

You can contact the DET/its Schools' Data Protection Officer at [IGS@essex.gov.uk](mailto:IGS@essex.gov.uk) or by calling 0333 032 2970.

For independent advice about information protection, privacy and information sharing issues, you can contact the Information Commissioner's Office at:

Information Commissioner's Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).

## **10. Cookies and how you use this website**

To make DET/its Schools' websites easier to use, they sometimes place small text files on your device (for example your iPad or laptop). These are known as 'cookies'. Most big websites do this.

They improve things by:

- remembering the things that you have chosen, so that you do not have to keep re-entering them whenever you visit a new page
- remembering information that you have provided (for example, your address) so that you do not need to keep entering it
- measuring how you use the website so that DET/its Schools can ensure that it meets your needs.

By using DET/its Schools' websites, you agree that DET/its Schools can place these types of cookies on your device.

DET/its Schools do not use cookies on their websites that collect information about what other websites you visit (often referred to as privacy intrusive cookies).

DET/its Schools' cookies are not used to identify you personally. They are only there to make the sites work better for you. Indeed, you can manage and/or delete these files as you wish.

To learn more about cookies and how to manage them, visit [AboutCookies.org](http://AboutCookies.org) or watch a video about cookies.

### **Other people's cookies**

DET/its Schools sometimes use videos from YouTube and feeds from other websites such as Facebook and Twitter. These websites place cookies on your device when watching or viewing these pages.

Below are links to relevant cookie policies:

- [Google and YouTube](#)
- [Facebook](#)
- [Twitter](#)

**Turning off cookies**

You can stop cookies being downloaded on to your computer or other device by selecting the appropriate settings on your browser. If you do this, however, you may not be able to use the full functionality of a website.

There is more information about how to delete or stop using cookies on AboutCookies.org. If you wish, you can also opt out of being tracked by Google Analytics.

Further guidance on the use of personal information can be found at [ico.org.uk](https://ico.org.uk)