

Privacy Statement for the Delivery of the Curriculum and Pastoral Care

Attain Academy Partnership (herein referred to as the 'Trust') is the Data Controller for the purpose of data protection law. The 'Trust' comprises of Bocking Primary School, Cressing Primary School, de Vere Primary School, Elm Hall Primary School, Gosfield Community Primary School, Newlands Spring Primary & Nursery School and Rayne Primary & Nursery School (herein referred to as the 'Academy').

1. Introduction

Under data protection law, individuals have a right to be informed about how an organisation uses any personal data held about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

Attain Academy Partnership is the 'data controller' for the purposes of data protection law. This privacy notice explains how we collect, store and use your personal data, in particular in relation to the delivery of the curriculum and pastoral care. We will ensure that the data given to us is processed in line with the Data Protection Act 2018 (DPA 18) and the EU General Data Protection Regulations (GDPR).

The data protection lead for each Academy is the Headteacher / Head of School. The data protection lead is responsible for ensuring that their Academy complies with Trust's policies and procedures in relation to Data Protection. This policy has been written with consideration given to working practices. By adopting this policy, a reduction in workload has been facilitated by reducing the need for individual academies to interpret the policy locally.

2. The categories of personal information that we collect, hold and share

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

- Names and address
- Contact details
- Date of birth
- Education attainment
- Emergency contacts
- Family relationships
- Travel to school arrangements
- General case information.

We also use some special category personal information, for example:

- Health information
- Ethnicity
- Religion.

3. Why we collect and use personal information

The purpose of processing this data is to deliver our statutory education duties and to assure the health and wellbeing of our pupils. It also helps us to improve our services and handle complaints.

4. The lawful basis on which we use this information

Our legal basis for using personal data for this purpose is that it is a public task in the public

interest. The legislation and statutory guidance underpinning our services are:

- [Keeping Children Safe in Education](#)
- [The Education \(Pupil Registration\) \(England\) Regulations, 2006](#)
- [The Education Act 1996, 2002 & 2011](#)
- [The Equalities Act 2010](#)
- [The School Admissions \(Admission Arrangements and Co-ordination of Admission Arrangements\) \(England\) Regulations 2012](#)
- [The School Admissions Code](#)
- [The Special Educational Needs and Disability Regulations](#)
- [The SEND Code of Practice](#)
- [Working Together to Safeguard Children](#)
- [The Children and Families Act 2014](#)
- [The Children Act 1989 & 2004](#)
- [Education and Training \(Welfare of Children\) Act](#)
- [The Education \(Independent School Standard\) Regulations](#)

5. Collecting personal information

This information is provided by parent / carers, the local authority and any previous educational setting.

6. Storing personal data

Personal data is stored in a range of different places, including the Trust / Academy pupil file, central records, and in IT systems (including the filtering logs, Trust's email system, management information systems) where applicable. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

This information will be held for 25 years from the date of birth of the pupil. When a pupil changes school, this record will go with them and will not be retained by the previous school, other than to meet statutory returns

Our school management system is provided under contract and they act as data processors for this information.

7. Who we share personal information with

This information may be shared in order to provide our education service. Please note we only share information required for that particular purpose and then only the minimum required. We may share information with:

- [Central](#) & [Local Government](#),
- Health Providers
- Other Education Providers
- Regulatory Bodies, e.g. Ofsted, The Information Commissioners Office
- Other external professionals assisting in the complaints process..

8. Data processors

We use education platforms/systems/apps to enhance the way we deliver our education services and keep data secure. The providers of those services are data processors for this information. Our processors only process personal data in accordance with our written instructions, which ensure data is processed lawfully and safely.

For further information about how we use your personal information collected in provision of education and your rights in relation to this use of your personal information please see our overarching privacy notice for pupils and parents.

9. Transfer of personal information outside of the EU

No personal data is routinely available outside of the UK. Where we transfer personal data to a country or territory outside of the EU we will do so in accordance with data protection law.

10. Requesting access to your personal data

Individuals have the following rights under data protection legislation in relation to the processing of their data. You have the right to:

- Be informed about how we process their personal data. This notice fulfils this obligation
- Request access to their personal data that we hold, and be provided with a copy of it
- Request that their personal data is amended if inaccurate or incomplete
- Request that their personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of their personal data is restricted
- Object to their personal data being processed by automated means (by a computer and not human) unless it is required for any contract you have entered into, required by law, or you have consented to.
- Object to being profiled. Profiling is where decisions are being made based on certain things in your personal information. If and when the Trust / Academy uses your personal information to profile you, you will be informed

If you would like to exercise these rights, contact the Data Protection Officer (See Contact details below).

13. Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with the academy in the first instance.

If you would like to make a complaint, please contact our Data Protection Officer (See Contact details below).

If you still have concerns following our response you have the right to raise the matter directly with the Information Commissioner's Office:

Online	https://ico.org.uk/concerns/
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Email	https://ico.org.uk/concerns/handling/
Phone Number	0303 123 1113

14. Contact

If you would like to discuss anything in this privacy statement or make a Subject Access Request, please contact the Data Protection officer.

Data Protection Officer	Mrs Ellwood
Postal Address	Attain Academy Partnership, c/o Newlands Spring Primary and Nursery School, Dickens Place, Chelmsford CM1 4UU
Email	DPO@attain.essex.sch.uk

Please ensure you include the name of the Academy in all correspondence with the DPO

15. Last updated

We may need to update the privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **17 September 2026**.