

ABOUT US

The Hart Schools Trust (the Trust) is a multi-academy trust that currently sponsors the Thomas Alleyne Academy and Roebuck Academy in Stevenage. The Trust is part of the Hart Learning Group comprising; North Hertfordshire College, The Hart Schools Trust and Hart Learning & Development

The Hart Schools Trust Ltd, is the legal entity which runs the Thomas Alleyne Academy. The Trust is what is known as the 'Controller' of the personal data you give to us.

The Trust collects personal information about our staff and students to enable us to carry out our task of providing our students with the greatest range of teaching and learning opportunities. This document explains what we need, what we do with the information we collect, how long we keep it and what your rights are.

The Trust will not give your data to third parties (unless we are required to do so by law or regulation) nor will we ever sell your personal data to third parties.

WHAT WE NEED

We need to know personal information about our students, and some information about parents or carers such as their names and contact details.

As well as this, we need to know information to help keep our students safe and enable them to learn effectively. This will include information about how well they have learned at previous schools, whether they need to take medicine or have any allergies or special health needs, need particular kinds of food or, have any other special needs, or speak a language other than English etc.

We know that some of this information should be given particular protection and that only those people who need to know will be allowed to see it.

WHY WE NEED IT

We need to collect students' personal data in order to help them learn and keep them safe while with us. We will not collect any personal data that we do not need in order to do this. More information is provided in our privacy statement, which is published on our website or available on request.

WHAT WE DO WITH IT

All personal data we collect is processed by our staff in the UK. In some cases, student information is held on paper, but most is stored on computer servers. These are maintained by the Hart Learning Group located in the UK. Nobody outside the Hart Learning Group has access to your personal data unless the law allows them to have it.

We will use personal data to make sure that students are progressing as much as they can, and to help us decide if there are things the Trust can do to help. We will also use the personal data we hold to get in touch with parents or carers to invite them to meetings and events happening at the school.

Sometimes, we are required to give your personal data to external bodies such as the Education and Skills Funding Agency (ESFA), the Young People's Learning Agency (YPLA), The Department for Education (DfE), awarding bodies, further and higher education institutions or careers organisations for funding, statutory and administrative purposes.

We also work with certain other organisations and companies which process and store some specific data on our behalf; for example, to provide a text service to parents, or an online homework platform for students. These organisations are bound by the same strict privacy rules and must provide us with guarantees that they will keep your data safe. A list of the organisations can be found on our website.

HOW LONG WE KEEP IT

We must keep a student's personal record until they are 25 years of age. After that, we will destroy these records securely.

We may ask students when they leave the school if they wish to keep in touch. If you do, we will keep information, such as contact details and enrolment information, until we are told that they no longer wish to receive information from us. More information on our retention schedule can be found on our website.

WHAT ARE YOUR RIGHTS?

If at any point you think we have got information wrong, you can ask to see this information and even have it corrected or deleted. If you wish to complain about how we have handled your personal data, you can contact our Data Protection Officer who will investigate. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

If you would like to discuss anything relating to data protection, please contact Kate Prince or Julia Cooke (GDPR Champions) 01438 344344 or Robert Dale (Data Protection Officer) GDPR@nhc.ac.uk 01462 443066

YOUR AGREEMENT

I have been informed that the Trust will collect, record and process my child's personal data as contained in this form, or other data which the Trust may obtain from them or other relevant agencies, whilst they are a student.

I have been informed that the Trust will process such data only for purposes linked to academic study or student health and safety whilst on the premises or for other statutory purposes as detailed in the privacy statement.

The information to be recorded and processed (at the date of this agreement) has been completed by me and I confirm that it is correct. I note that you may need to process sensitive personal data on my child in respect of any special needs they may have, to enable you to deliver the agreed courses properly and to have proper regard for my child's health, safety and wellbeing whilst they are a student with you. This will enable you to fulfil your obligations to my child under this agreement and as required by law. I consent to such use.

Parent/ carer signature	
Student name/ Year Group	
Date of signature Please sign consent for each child on a separate form	

PLEASE RETURN THIS FORM AS SOON AS POSSIBLE TO THE FORM TUTOR