



## Fair Processing Notice 2024

The Link Academy Trust is a company limited by guarantee and an exempt charity, regulated by the Education & Skills Funding Agency (ESFA). All Members of the Board of Trustees are Directors of the company as well as Trustees of the exempt charity; the term 'Trustee' used in this policy also means Director. This policy applies to all academies within the Link Academy Trust.

This policy describes the Trustees' approach to dealing with the Trust's Data Protection.

### Important information for parents of all pupils attending Academies in the Link Academy Trust

To meet requirements imposed by the United Kingdom GDPR (UK GDPR) 2021/Data Protection Act 2018, Academies and Local Education Authorities have been instructed to issue a Fair Processing Notice to all parents. The purpose of this notice is to inform parents and pupils of their rights regarding information that is held about pupils, why it is held, and the third parties to whom it may be passed.

### Fair Processing Notice - UK GDPR/Data Protection Act 2018

Academies, Local Education Authorities, and the Department for Education (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the UK GDPR/Data Protection Act 2018. This means, among other things that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The Trust holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the Trust as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. Contact details for the Trust Academies are

[www.bearnes.thelink.academy](http://www.bearnes.thelink.academy)

Bearnes Voluntary Primary School, Queen Street, Newton Abbot, Devon, TQ12 2AU

[www.broadhempston.thelink.academy](http://www.broadhempston.thelink.academy)

Broadhempston Village Primary School, Broadhempston, Totnes, Devon, TQ9 6BL

[www.cheritonbishop.thelink.academy](http://www.cheritonbishop.thelink.academy)

Cheriton Bishop Primary School, Church Lane, Cheriton Bishop, Exeter, Devon, EX6 6HY

[www.diptford.thelink.academy](http://www.diptford.thelink.academy)

Diptford C of E Primary School, Diptford, Totnes, Devon, TQ9 7NY

[www.drakes.thelink.academy](http://www.drakes.thelink.academy)

Drake's C of E Primary School, Middle Street, East Budleigh, Devon, EX9 7DQ

[www.harbertonford.thelink.academy](http://www.harbertonford.thelink.academy)

Harbertonford C of E Primary School, Old Road, Harbertonford, Totnes, Devon, TQ9 7TA

[www.hennock.thelink.academy](http://www.hennock.thelink.academy)

Hennock Community Primary School, Hennock, Bovey Tracey, Devon, TQ13 9QB

[www.ilsington.thelink.academy](http://www.ilsington.thelink.academy)

Ilsington C of E Primary School, Ilsington, Newton Abbot, Devon, TQ13 9RE

[www.landscope.thelink.academy](http://www.landscope.thelink.academy)

Landscope C of E Primary School, Landscope, Nr Ashburton, Devon, TQ13 7LY

[www.morchardbishop.thelink.academy](http://www.morchardbishop.thelink.academy)

Morchard Bishop C of E Primary School, Church Street, Morchard Bishop, Crediton, Devon, EX17 6PJ

[www.moretonhampstead.thelink.academy](http://www.moretonhampstead.thelink.academy)

Moretonhampstead Primary School, Betton Way, Moretonhampstead, Newton Abbot, TQ13 8NA

[www.otterton.thelink.academy](http://www.otterton.thelink.academy)

Otterton C of E Primary School, Otterton, Budleigh Salterton, Devon, EX9 7HU

[www.sparkwell.thelink.academy/web/](http://www.sparkwell.thelink.academy/web/)

Sparkwell All Saints Primary School, Sparkwell, Plymouth, Devon, PL7 5DD

[www.stokegabriel.thelink.academy](http://www.stokegabriel.thelink.academy)

Stoke Gabriel Primary School, School Hill, Stoke Gabriel, Devon, TQ9 7TA

[www.tedburnstmary.thelink.academy](http://www.tedburnstmary.thelink.academy)

Tedburn St Mary Primary School, School Lane, Tedburn St Mary, Exeter, Devon, EX6 6AA

[www.widcombe.thelink.academy](http://www.widcombe.thelink.academy)

Widcombe-in-the-Moor Primary School, Widcombe-in-the-Moor, Newton Abbot, Devon, TQ13 7TB

[www.wolborough-primary.co.uk/](http://www.wolborough-primary.co.uk/)

Wolborough CofE Primary School, Union Street, Newton Abbot, TQ12 2JU

[www.yeoford.thelink.academy](http://www.yeoford.thelink.academy)

Yeoford Primary School, Yeoford, Crediton, Devon. EX17 5HZ

[www.thelink.academy/web](http://www.thelink.academy/web)

Head Office, Landscope School House, Landscope, Nr Ashburton, Devon, TQ13 7LY

From time to time Academies are required to pass on some of this data to the Local Education Authority (LA), to another school to which the pupil is transferring, to the Department for Education (DfE), and to the Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The LA uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of Academies, and to assess the performance of Academies and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

Devon LA contact details: 0345 155 109

The QCA uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to the DfE in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved. Contact Details for QCA: [www.qca.org.uk](http://www.qca.org.uk)

**Data Protection Officer, QCA, 83 Piccadilly, London, W1J 8QA**

The DfE uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on

information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfE will feed back to LAs and Academies information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

#### Contact Details:

Data Protection Officer  
Department for Education (B2.28)  
7 & 8 Wellington Place  
Wellington Street  
Leeds  
LS1 4AW  
Email: [dataprotection.office@education.gov.uk](mailto:dataprotection.office@education.gov.uk)  
[DfE Contact Form](#)

Pupils, as data subjects, have certain rights under the UK GDPR/Data Protection Act 2018, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If your child wishes to access their personal data or you wish to do so on their behalf, then please contact the relevant organisation in writing via the details above.

Please note that all rights under the UK GDPR/Data Protection Act 2018 to do with information about your child rest with them as soon as they are old enough to understand these rights. This will vary from one child to another and you will wish to consider the position for your child, but, as a broad guide, it is reckoned that most children will have a sufficient understanding by the age of 12. We would therefore encourage you to share this note with your child if they are aged 12 or over. Separately from the UK GDPR/Data Protection Act 2018, DfE regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the academy.

This Policy is reviewed and approved by the Finance and General Purposes Committee on an annual cycle.

*Reviewed and approved by Finance and General-Purpose Committee: 3<sup>rd</sup> February 2023*

**Reviewed and approved by Finance and General-Purpose Committee: 26<sup>th</sup> January 2024**

Next review: Spring 2024