



## **Farringdon Community Academy – Summer School Privacy Statement**

### **Ownership of the Personal Data**

To enable summer school to go ahead at Farringdon Community Academy, we need to process personal data for pupils who would like to take part, including sharing of personal data where we have a legal obligation. Farringdon Community Academy is the Data Controller for the data required for the successful running of the summer school and undertaking any actions which are needed by the academy to ensure we meet our safeguarding and legal obligations.

### **Personal Data involved in the process**

We use the following information to help us manage and run the summer school:

- Name of child
- Date of birth (and year group where applicable)
- Primary school that your child attends
- Name of parent/carer
- Home address
- Contact number
- Medical information relevant to taking part in the summer school
- Eligibility for free school meals
- When your child will attend summer school
- How your child will travel to and from summer school.

We will only use information that is collected directly from you specifically for the purpose outlined above.

### **How we store your personal information**

The information will be stored securely on local spreadsheets at the academy and only accessible by authorised staff. Personal information will only be retained for the period that it is required.

### **Processing of Personal Data**

The data provided will be used to organise and run the summer camps successfully, communicate with parents/carers, highlight students eligible for a free meal and provide medical information and contacts in case of an emergency.

## **Data Sharing Partners**

The personal data will not be shared with any third parties other than where there is a legal obligation to do so.

## **Queries/Further Information**

Please read in conjunction with the academy privacy notice:

<http://www.farringdonschool.co.uk/index.php/about-us/policies>

If you have any questions or concerns about our use of your personal information or the information within this notice, please contact the academy at [GDPRenquiries@farringdonca.net](mailto:GDPRenquiries@farringdonca.net).

You can also find further information from the Information commissioner's Office:

<https://ico.org.uk/>

Helpline number: 0303 123 1113