Nexus Multi Academy Trust

**Student – Data holding and processing disclaimer Parent/Carer – Data holding and processing disclaimer**

Listed in the following disclaimer are the main categories of data which the Academy/Trust may hold/process, the main purpose(s) for holding/processing such data, the possible disclosures of such data and the likely sources of such data.

In addition to having a benchmarked legitimate basis for processing data, the Academy/Trust has an additional duty to process that data fairly and securely as set out by the Data Protection Act 1998 and GDPR of May 2018.

Full details of the Trust/Academy’s current data protection registration/notification with the Information Commissioner’s Office (ICO) can be obtained from the Head Teacher/CEO (Controller) or via the ICO website <https://ico.org.uk/> .

**Data**- **Personal details:** Contact details (phone number, address etc), Characteristics, Dietary requirements, Emergency contact details, Accident reports.

**Main Purposes:** Service allocation and safeguarding for Extended services.

**Main Sources and Disclosures:** Enrolment forms and linked schools. This information is shared with RMBC under the extended services service agreement where applicable.

**Data- Special categories:** Medical conditions, Special educational needs, Admissions to service, Safeguarding

**Main Purposes:** Service allocation and safeguarding for Extended services.

**Main Sources and Disclosures:** Enrolment forms and linked schools. This information is shared with RMBC under the extended services service agreement where applicable.

Dear parent carers, Under the principles of fair processing and transparency, we would ask that you read the above with your child and once fully understood, and any queries have been resolved that you sign the below giving consent to data holding and processing as set out.

Name:……………………………………………………………School…………………………………………………

Signature:……………………………………………………………..Date:……………………………………

Please delete as appropriate- - I do/do not give consent to process my data as set out above. Under the principles of fair processing and transparency, we would ask that you read the above and once fully understood, and any queries have been resolved that you sign the below giving consent to data holding and processing as set out.

Name:……………………………………………………………………………………………………………….

Signature:……………………………………………………………..Date:……………………………………