

Privacy Policy – South Downs Education Trust

1. Introduction

South Downs Education Trust is committed to protecting the privacy and personal data of all individuals we interact with, including pupils, parents, staff, trustees, governors, and visitors. This policy explains how we collect, use, store, and share personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

South Downs Education Trust is the data controller for the personal data we process. Our registered office is:

Worthing High School
South Farm Road, Worthing, West Sussex BN14 7AR
Tel: 01903 237864
Email: office@sdeptrust.net

3. What Data We Collect

We may collect and process the following types of personal data:

- Names, addresses, contact details
- Date of birth, gender, nationality
- Educational records and attainment
- Attendance and behaviour data
- Medical and safeguarding information
- Staff employment records
- Governance and trustee details
- CCTV footage and biometric data (where applicable)

4. Lawful Basis for Processing

We process personal data under the following lawful bases:

- Public task – to perform our official duties as an educational trust
- Legal obligation – to comply with statutory requirements
- Consent – where required, such as for marketing or use of images
- Vital interests – to protect individuals in emergencies- Contract – for employment and service agreements

5. How We Use Personal Data

We use personal data to:

- Deliver education and pastoral care
- Monitor and report on pupil progress

- Manage staff employment and payroll
- Ensure safeguarding and welfare
- Communicate with parents and carers
- Comply with legal and statutory duties
- Support governance and trust operations

6. Sharing Personal Data

We may share personal data with:

- Department for Education (DfE)
- Local authorities and safeguarding partners
- NHS and school nurses
- Examination boards
- Payroll and HR providers
- IT and software service providers
- Law enforcement and regulatory bodies

We ensure all third parties comply with data protection laws and have appropriate agreements in place.

7. Data Retention

We retain personal data only for as long as necessary. Our Data Retention Schedule outlines how long different types of data are kept. Once no longer needed, data is securely deleted or destroyed.

8. Data Subject Rights

Under UK GDPR, individuals have the following rights:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights related to automated decision-making and profiling

To exercise these rights, please contact our Data Protection Officer at:
office@sdetrust.net

9. Data Protection Officer

Our Data Protection Officer (DPO) oversees compliance and can be contacted at:

Email: office@sdetrust.net

Phone: 01903 237864

10. Data Security

We implement robust technical and organisational measures to protect personal data, including:

- Secure servers and encrypted communications
- Access controls and staff training
- Regular audits and breach response procedures

11. Use of CCTV and Biometric Data

Where used, CCTV and biometric systems are operated in accordance with the Protection of Freedoms Act 2012 and ICO guidance. Consent is obtained where required.

12. Changes to This Policy

We review this policy annually and update it when necessary. Last updated: August 2025