



Guide to issuing and managing Privacy Notices – March 2021

User Group	How & when to issue	Management
Primary School pupils and their Families	Make available to <u>ALL</u> pupils (Primary Education phase) as part of the new starter forms and on request.	Make available as detailed or as requested.
Secondary School pupils	Make available to <u>ALL</u> pupils (Secondary Education phase) as part of the new starter forms and on request.	Make available as detailed or as requested.
Parents	Make available to parents, carers & guardians as part of the New Starter forms and upload the latest version to the school/Trust website as a PDF.	Make available as detailed or as requested.
Employees	Issue to <u>ALL</u> employees as part of their induction process, make available alongside your school policies and upload the latest version to the school/Trust website as a PDF.	Make available as detailed or as requested.
Trainee Teachers	Issue to <u>ALL</u> trainee teachers as part of their induction process.	Make available as detailed or as requested.
Governors, Trustees & Members	Issue to <u>ALL</u> governors, trustees & members as part of the induction process and make the latest version available on your online Governor portal (e.g. Governor Hub) as a PDF.	Make available as detailed or as requested.
Job Applicants	Issue to job applicants as part of the application process and make available on request.	Make available as detailed or as requested.

Please note:

- Privacy Notices do NOT need to be issued annually; however, they DO need to be provided to all new starters and all existing user groups on request.
- Privacy Notices do NOT require a signature of acceptance.
- The latest Privacy notices must be uploaded to the school/Trust website as a PDF.
- Privacy notices can be provided electronically as a PDF.
- Please direct any queries to your Data Protection Officer, Caroline Harrison on: dpo@rwbatrust.org.uk