How we will use your answers to this survey

Why are we carrying out this survey?

The aim of this survey is to gain a greater understanding of the experience of being a learner at LEAF Studio School. We will use the information to make sure we are doing a good job of teaching you and to help us to improve how we do this.

You do not have to complete this survey.

What will we do with your answers?

The survey is being run by a company called Edurio.

Once you have finished the survey, Edurio will share all the answers collected at LEAF Studio School with your headteacher and senior leadership team, which will help them to make decisions and improvements. It is important that your answers are honest – they should say what you really think.

Your teachers will not be able to see who gave which answers unless you say something in an answer that identifies you. The only time we may ask Edurio to tell us who you are is to help keep you safe. We would only do this if a response you give raises concern about your wellbeing.

We will also provide access to the results platform and responses in an excel document with a small team of central staff at United Learning. At our request, they will look at your answers alongside information that we already hold about you such as:

- The language that you use at home
- If you have free or paid school meals
- How often you are in school and if you are away a lot of the time
- How well you are doing in school and the results of your tests
- If you get or need any extra help with things

They will produce reports that will help your teachers understand how to improve teaching at LEAF Studio School. Any reports that are produced using the survey responses will not identify you.

United Learning will also share answers to certain questions with a company called ImpactEd. ImpactEd will use this data to assess the effectiveness of programmes run in United Learning schools that aim to improve the wellbeing of pupils.

All staff who have access to the survey data have to keep your answers confidential.

Why are we telling you this?

There is a law called *'The General Data Protection Regulation (GDPR)'* that LEAF Studio School can only use your data in ways that you know about.

We are allowed to use your personal data because we are educating you.

How long do we keep your data?

We will keep the responses that you provide for 10 years. This is to enable us to compare the results of this survey with any future surveys.

What if you want to see your personal data?

If you think that you need to see the data that LEAF Studio School is keeping about you, speak to a teacher or an adult that you know at school. They will help you to find out what you need to do to see your personal data.

What should you do if you have any questions?

Please speak to a teacher or an adult that you know at school.

The legal basis for processing the answers that you provide

You do not have to complete this survey. If you do choose to respond we will use/process your answers as set out above. Our legal basis for running the survey is that it is in the legitimate interests of LEAF Studio School.

Our condition for processing ethnicity data is equality of opportunity and treatment.

Legal information

- The Data Controller is LEAF Studio School.
- The Data Processors are United Learning Trust (ICO registration number Z7415170) operating as United Learning, Edurio, and Impact Ed.
- The Data Protection Officer for LEAF Studio School is Sarah Pinington (office@leafstudio.co.uk)