



TRUST

PRIVACY NOTICE

PARENTS/CARERS

Privacy Notice (How we use Parent/Carer information)

Under data protection law, individuals have a right to be informed about how the Trust and schools use any personal data that we hold about them. We comply with this right by providing

‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store, and use personal data about parents and carers.

The categories of parent/carers information that we may collect, use, hold and share include but not restricted to:

Personal information (such as name, address, telephone number and email address)

Details in respect of pupil premium entitlements and free school meal eligibility, including National Insurance Number & date of birth.

Why we collect and use this information

We use parent/carer data:

- To enable routine and emergency contact
- To ensure admission eligibility
- To access grant funding to support student outcomes

The lawful basis on which we use this information

We collect and use parent/carer information under the following:

UK General Data Protection Regulation Article 6

- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

UK General Data Protection Regulation Article 9

- Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent

Collecting Parent/Carer Information

Whilst the majority of parent/carer information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing Parent/Carer data

We hold parent/carer data until the child leaves the school. We may also keep data beyond your child's attendance at one of our schools if this is necessary in order to comply with our legal obligations.

Who we share parent/carer information with

We routinely share parent/carer information with:

- The Local Authority
- Parent communications providers
- Parent payment providers
- Department for Education (DFE) Central and Local Government
- Health authorities
- Professional advisors and consultants
- Police forces, courts, and tribunals

Why we share Parent/Carer information

We share parent/carers data for the reasons noted above.

We do not share information about parents/carers with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, parents/carers have the right to request access to information about them that we hold. To make a request for your personal information contact the School Business Leader at your school or the Chief Financial and Operations Officer at the Trust.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

Contact

If you would like to discuss anything in this privacy notice, please contact: The Trust Data Protection Officer at: dpocfat@excathedra.solutions.