

Privacy notice for parents/carers

Introduction

Under data protection law you have a right to be informed about how we use any personal data that is held about you. This **privacy notice** is designed to provide you with that information and to make sure that we, Academy Transformation Trust and our academies, are complying with the law.

Data controller and data processors

Academy Transformation Trust is the **data controller** for the purposes of data protection law. We are therefore the organisation in charge of how your personal information is collected and used.

Your academy, along with some authorised third party organisations (such as ParentPay) collect, process and 'use' data on our behalf and are therefore **data processors**.

The postal address of Academy Transformation Trust is Unit 4 Emmanuel Court, Reddicroft, Sutton Coldfield B73 6AZ.

If you want to contact us about your personal information you can contact the Data Protection Lead within the academy. You can speak to them in school or you can leave a letter at reception or send one by post.

The Trust's Data Protection Officer is Andy Gannon, who can be contacted at DPO@academytransformation.co.uk.

We will ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is stored for no longer than necessary.

The categories of personal data we hold

We hold information about you to make sure that we can help your child to learn and keep them safe while they are at school. We may also hold information about you in order to enable the smooth functioning of academy administrative systems. For the same reasons, we also get information about you from some other places, such as other schools, professional bodies or the courts.

We hold information including

- personal information – your name, address and contact details and relationship or marriage status
- financial details – such as bank or credit card details or eligibility for free school meals
- information from social services – relating to safeguarding, usually, or care status
- details of your relationship with your child – which may include details relating to court orders
- other information, including photographs, images on CCTV and biometric data (in some cases).

We may also use special categories of data such as gender, age, ethnicity, sex or sexual orientation, religious or similar beliefs, information about health conditions, genetic information and biometric data. This information is subject to additional requirements.

Why we use this data

We use this data

- where required to by law, including
 - to provide reports and other information required by law in relation to the performance of your child
 - to raise or address any concerns about safeguarding to other government agencies including the police
 - to obtain relevant funding for the school
 - to provide or obtain additional services which may include services or support for your family
- where the law otherwise allows us to in order to carry out a task in the public interest, including
 - to confirm your identity
 - to communicate matters relating to the academy to you
 - to safeguarding you, our pupils and others
 - to enable payments to be made by you to the academy
 - to ensure the safety of individuals on our sites
 - to aid in the prevention and detection of crime
- where we otherwise have your consent to do so – while the majority of our processing of personal data does not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place; we will also inform you of the consequences of your not giving consent.

We may process special category personal data in relation to you

- where the processing is necessary for reasons of substantial public interest, including for the purposes of equality of opportunity and treatment
- where the processing is necessary in order to ensure your health and safety while on site, including making any reasonable adjustments in respect of disabilities
- where we otherwise have your explicit consent in writing.

There may also be circumstances where we need to use your information in relation to legal claims or to protect your vital interests or those of your child. In these cases, it will not always be possible to seek your consent.

Our lawful basis for using this data

We will only collect and use your information where the law allows us to. Most often we will use your information where

- we need to in order to comply with the law
- we need to use it to carry out a task in the public interest (this includes providing your child with an education).

Sometimes we will also use your personal information where

- you have given us permission (known as consent) to use it in a particular way
- we need to protect your (or someone else's) health interests.

If we ask for permission from you to use information, you can withdraw this permission at any time. We will make this clear when we ask for permission and tell you how to go about withdrawing it.

Some of our reasons for using data overlap, and there may be several reasons that justify our use of your data.

How we store the data

We will keep personal information about you while your child is a student at one of our academies. We may also keep it after they have left where we are required to by law.

You can find out how long we will keep your information in the 'retention and destruction of data' section of our *Data protection policy*.

We may keep information about you in a variety of formats, including on paper, electronically or in the form of video or audio recordings.

Data sharing

We will not share personal information about you with any third party without your permission unless the law and our policies allow us to.

Where it is legally required, or necessary for another reason under data protection law, we may share personal information about you with

- the local authority – to meet our legal obligations in regard to areas such as safeguarding
- the Department for Education – to meet our legal obligations in regard to areas such as the School Census
- suppliers and service providers – to enable them to provide the service for which they are contracted by us
- health and welfare organisations – to enable us to comply with our statutory duties in regard to care and safeguarding, including
 - therapists and/or clinical psychologists
 - medical or counselling staff within the academy
 - CAMHS (Children and Adolescent Mental Health Services)
 - social care
 - education welfare officers (EWOs).
- police forces, courts or tribunals – in order to uphold law and order.

Your rights

We only keep your information for as long as we need to or for as long as the law requires us to. You can find out more about how long we keep information in the 'retention and destruction of data' section of our *Data protection policy*.

You have other rights in relation to your personal data:

- You can ask us for a copy of the information we have about you by making a 'subject access request' via the DPL in your academy
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although there may be a good reason why we cannot always do this)
- You can ask us to limit what we do with your information (again, we may not always be able to agree to limit what we do if there is a legal reason why we cannot)
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

You can find out more information about these rights in our *Data protection policy* or by asking your DPL.

Contact and complaints

You can contact the Trust DPO by emailing DPO@academytransformation.co.uk.

If you have a complaint about how we are handling your personal data, you should address it using our complaints policy. Address your concern in the first instance to the DPL at your academy, or to the DPO at the address above.

You can also complain to the Information Commissioner's Office in one of the following ways:

- www.ico.org.uk/concerns
- Call 0303 123 1113
- Write to the Information Commissioner's Office, Wycliffe House, Water Lane, WILMSLOW SK9 5AF.