

drb Ignite Multi Academy Trust

PRIVACY NOTICE FOR PARENTS/CARERS

Introduction

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that it holds about them. The Trust complies with this right by providing *privacy notices*, sometimes called *fair processing notices*, to individuals where the Trust is processing their personal data.

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

The Trust is the data controller for the purposes of data protection law.

The Trust's data protection officer is Alvin Walters.

The personal data the Trust holds

[ICO's definitions of 'personal data' and 'special categories of personal data' based on the General Data Protection Regulation.](#)

Personal data that the Trust may collect, use, store and share (when appropriate) about parents/carers includes, but is not restricted to:

- Contact details, contact preferences, identification documents
- Characteristics, such as ethnic background
- Safeguarding information
- Photographs
- CCTV images captured in school

Why the Trust uses this data

We use this data to:

- Ensure contact in the school day
- Safeguard children
- Protect pupil welfare
- Assess the quality of our services
- Comply with the law regarding data sharing

The Trust's legal basis for using this data

[ICO's guidance on the lawful basis for processing.](#)

The Trust only collects and use parent/carer personal data when the law allows us to. Most commonly, we process it where:

- It needs to comply with a legal obligation
- It needs it to perform an official task in the public interest

Less commonly, we may also process parent/carer personal data in situations where:

- It has obtained consent to use it in a certain way
- It needs to protect the individual's vital interests (or someone else's interests)

Where the Trust has obtained consent to use parent/carer personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using parent/carer personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information the Trust collects about parents/carers is mandatory, there is some information that can be provided voluntarily.

Whenever the Trust seeks to collect information from parents/carers, it will make it clear whether providing it is mandatory or optional. If it is mandatory, the Trust will explain the possible consequences of not complying.

How we store this data

The Trust keeps personal information about parents/carers while their child is attending a Trust school. The Trust may also keep it beyond this time if this is necessary in order to comply with the Trust's legal obligations.

Data sharing

The Trust does not share information about parents/carers with any third party without consent unless the law and Trust policies allow.

Where it is legally required, or necessary (and it complies with data protection law) the Trust may share personal information about parents/carers with:

- *The Trust's local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns*
- The Department for Education
- The pupil's family and representatives
- Police forces, courts, tribunals

Transferring data internationally

Where the Trust transfers personal data to a country or territory outside the European Economic Area, the Trust will do so in accordance with data protection law.

Parents rights regarding personal data

Individuals have a right to make a **subject access request** to gain access to personal information that the Trust holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data, or where the child has provided consent. Parents also have the right to make a subject access request with respect to any personal data the Trust holds about them.

If a parent/carer makes a subject access request, and if the Trust does hold information about them or their child, the Trust will:

- Provide a description of it
- Advise why it is holding and processing it, and how long it will be retained
- Explain where it came from, if not from the parent/carer or their child
- Advise who it has been, or will be, shared with
- Let the parent/carer know whether any automated decision-making is being applied to the data, and any consequences of this
- Provide a copy of the information in an intelligible form

Parents/carers also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If a parent/carers would like to make a request, the Trust's data protection officer should be contacted.

Parents/carers also have a legal right to access to their child's **educational record**.

To request access, the Trust's data protection officer should be contacted.

Other rights

Under data protection law, parents/carers have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the Trust's data protection officer.

Complaints

The Trust takes any complaints about its collection and use of personal information very seriously. If a parent/carers thinks the Trust's collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about the Trust's data processing, it should be raised with the Trust in the first instance.

To make a complaint, the Trust's data protection officer should be contacted:

- Alvin Walters Data Protection Officer (dpo@drbignitemat.co.uk)
- Address: 3 Brindleyplace, Birmingham B1 2JB

Alternatively, parents/carers can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Document Control

The Trust’s Data Protection Officer is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.

A current version of this document is available to all parents/carers on the Trust website and is published on 25th February 2019.

This procedure was approved by the Chief Executive Officer (CEO) and is issued on a version-controlled basis under his signature.

Name	Signature	Date
Robert Bowater		25/2/19

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Richard Martin	3/5/2018
2	Review	Robert Bowater	25/2/19