



ST. MARY'S
ACADEMY TRUST

St Mary's Academy Trust

Privacy Notice for Parents/Carers

Last Updated: 5th September 2023

Date to be Reviewed: 5th September 2024

1. Scope

- 1.1 Your child's school needs to collect and use some information about you. We do this for several reasons. This privacy notice tells you what information we collect and use about you and why we use it. It is very important that the information about you is kept safe and we explain in this privacy notice how we do this.
- 1.2 If you want to know anything about what we do with information about you then please ask a member of school staff.
- 1.3 We have an internal **Data Protection Officer**. They can answer questions you have about what the Trust does with your information. Please see the **Key Contact** section within this privacy notice.
- 1.4 During your child's time with us, we will gather information and use information relating to you. Information that we hold in relation to an individual is known as their **personal data**. We might also need to continue to hold your personal data for a period of time after your child has left the school. Anything that we do with an individual's data is known as **processing**.
- 1.5 Personal data about a child belongs to that child however children below the age of 12 are generally not regarded to be mature enough to understand their rights and we will therefore communicate information to you as the parent/carer. However, a pupil's ability to understand their rights will always be judged on a case by case basis.

2. Responsibilities

- 2.1 The Trust's Data Protection Officer is responsible for ensuring that this notice is made available to data subjects prior to St Mary's Academy Trust and its schools collecting and processing their personal data.
- 2.2 St Mary's Academy Trust and its schools who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and where necessary their consent to the processing of their data is secured.
- 2.3 The personal data collected is essential, for the Trust and its schools to fulfil its official functions and meet legal requirements.

3. Key Contact

Data Protection Officer: Jo Hudson

Email: J.Hudson@smat.org.uk

Telephone: 01226 282721

4. Personal Data We Hold About You as the Parent/Carer

4.1 Personal data that we may collect, use, store, and share (when appropriate) about you as the Parent/Carer includes, but is not restricted to: -

- Personal details (for example, name, date of birth, national insurance number)
- Contact details (for example, address, telephone number, and e-mail address)
- Family details (for example, details of other children and emergency contacts)
- Admission requests
- Records of communications (for example, emails, phone messages, and letters)
- Records of visits to school (for example, time and date, the person you visited)
- Photographs of you or images on CCTV
- Banking details (a credit or debit card registered with our payment system)
- Records of transactions in our payment system
- Consent for school visits and extra-curricular activities
- Details of your doctor
- Identity and marital status

4.2 In some cases, we will also have:

- Information about consultation with other professionals
- Information about your employment and financial situation
- Information about any care or contact orders relating to your child(ren)

5. Personal Data We Hold about your Child

5.1 Personal data that we may collect, use, store and share (when appropriate) about your child, but is not restricted to: -

- Contact details
- Details of their doctor
- contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and Curricular records
- Characteristics such as ethnic background, eligibility for free school meals or special education needs
- Exclusion information
- Details of any medical condition including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

5.2 We may also hold data about pupils that we have received from other organisations, including other schools, local authorities, and the Department for Education.

6. Why We Use this Data

6.1 We use this data to:

- Support the admission process
- Support learning from your child(ren)
- Monitor and report on pupil progress
- Maintain a safe environment for our pupils
- Provide appropriate pastoral care
- Protect pupil welfare
- Enable you to pay for activities for your child(ren)
- Enable free school meals to be provided
- Comply with our legal obligations to share information
- Ensure your health and safety if you visit school
- To keep you up to date with news about the school
- Assess the quality of our services
- Comply with the law regarding data sharing
- Claiming funding and other entitlements

7. Data Sharing

7.1 We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

7.2 Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with: -

- Our Local authority – *to meet our legal obligations to share certain information with it, such as safeguarding concerns, exclusions, results data, school trips*
- The Department for Education – *to meet our legal obligations to share information linked to performance data*
- Educators and examining bodies – *to meet our legal obligations to share information linked to performance data*
- Ofsted – *to comply with our public task and as part of their mandatory inspections*
- Suppliers and service providers – *to enable them to provide the service we have contracted them for including providers of computer packages, e.g., Marvellous Me and Rockstar Maths*
- Central and local government – *to complete the legal obligation for things such as the workforce census*
- Our Auditors – *coming under a legal obligation, The Trust may be asked from auditors about financial information related to schools*
- Security Organisations – *to keep our Trust secure and under the lawful basis of public task, we pass on certain staff member information so that they can be contacted if necessary*
- Health and social welfare organisations – *to carry out our public tasks in line with our attendance management policy with organisations such as occupational health*

- Police force, courts, and tribunals – *to meet our legal obligations to share certain information with it, such as safeguarding concerns or to carry out public task in relation to a tribunal*
- Professional advisors and consultants – *to meet our legal obligations to share certain information with it, such as safeguarding concerns*
- Professional bodies – *to provide support, education and networking opportunities*
- Governors/Trustees – *to carry out our public task within the school and remain accountable to them for finance and personnel issues*
- Common Transfer Files – *forwarding to Secondary at transition or other Primary where a child moves to*
- Information System Providers, e.g., Management Information Systems, Virtual Learning Environments and Third-Party e-learning Applications, Catering Services Systems – *to carry out our public tasks in line with our policies*
- Our insurance providers – *to legally cover the Trust*

8. National Pupil Database

- 8.1 We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.
- 8.2 Some of this information is then stored in the National Pupil Databases (NPD) which is owned and managed by the Department and provides evidence on school performance to inform research.
- 8.3 The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.
- 8.4 The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.
- 8.5 For more information see the Departments webpage on how it collects and shares research data. You can also contact the Department Education with any further questions about the NPD.

9. Transferring Data Internationally

- 9.1 A small number of data processors used by the Trust and its schools are based outside the UK and so their processing of your personal data will involve a transfer of data outside the UK. These processors are predominantly applications and information systems used by the schools to further pupil’s learning. Some UK based processors may also use sub-processors (such as cloud service providers) which are located outside of the UK.
- 9.2 Whenever we transfer your personal data out of the UK, the Trust will ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

A) We will transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission or Secretary of State.

B) Where we use certain service providers who are outside of the adequacy regime, we will use standard data protection clauses approved by the Secretary of State which give personal data the same protection it has in UK.

10. Our Legal Basis for Using This Data

10.1 We only collect and use your personal data when the law allows us to. Most commonly we process it where we need to:

- Fulfil a contractual obligation
- Comply with a legal obligation
- Carry out a task in the public interest

10.2 Less commonly we may also process your personal data in situations where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- To pursue a legitimate interest

10.3 Where we have obtained your consent to use pupils' personal data this consent can be withdrawn by you at any time. You can withdraw your consent in writing to the Headteacher. This will include for example – consent for photographs to be taken/displayed and how medical information is displayed.

10.4 Some of the reasons listed above for collecting and using pupils' personal data overlap and there may be several grounds which justify our use of this data.

11. Collecting this Information

11.1 While most of the information we collect about pupils is compulsory, there is some information that can be provided voluntarily.

11.2 Whenever we seek to collect information from you or your child, we make it clear whether providing it is compulsory or optional. If it is compulsory, we will explain the possible consequences of not complying.

12. How We Store this Data

12.1 A significant amount of personal data is stored electronically, for example, on our database, Arbor. Some information may also be stored in hard copy format.

12.2 We retain personal information about pupils while they are attending our school. We may also retain it beyond their attendance at our school, if necessary, in order to comply with our legal obligations. Our retention schedule sets how we keep information about pupils.

12.3 The retention schedule is on the Trust's website.

13. Parents and Pupils' Rights Regarding Personal Data

13.1 Individuals have a right to make a "subject access request" to gain access to personal information that the school holds about them.

13.2 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 (usually under the age of 12) or where the child has provided consent.

13.3 Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

13.4 If you make a subject access request and if we do hold information about you or your child, we will:

- Give you a description of the information
- Tell you why we are holding and processing the information and how long we will keep it for
- Explain where we got the information from, if not from you or your child
- Tell you who it has been or will be shared with
- Let you know whether any automated decision-making is being applied to the data and any consequences of this
- Give you a copy of the information in an understandable format

13.5 We have a separate Subject Access Request policy which provides more detailed information of how to make a request, please ask for a copy from the school office.

13.6 Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

13.7 If you would like to make a request, please contact our Data Protection Officer – Jo Hudson on 01226 282721 who will oversee the collation of this information by the school.

13.8 As a multi academy trust there is no automatic parental right of access to the education records we hold however as a Trust we will consider requests received and respond in a timely manner. We will only provide information to a parent about their child and not any comparison information against other pupils. If the information required is excessive, we will reserve the right to implement a charge. You will need to make the request to your child's headteacher.

14. Other Rights

14.1 Under data protection law, individuals 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)
- Have inaccurate personal data corrected, deleted or destroyed and in certain circumstances restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations
- Withdraw consent for specific processing at any time unless we have a legitimate basis for doing so in law

14.2 To exercise any of these rights, please contact our Data Protection Officer, Jo Hudson on 01226 282721

15. Complaints

15.1 We take any complaints about our collection and use of personal information very seriously.

15.2 If you think that our collection or use of personal information is unfair, misleading or inappropriate or have any other concern about our data processing, please raise this with us in the first instance.

15.3 To make a complaint, please contact our Data Protection Officer, Jo Hudson – 01226 282721. Alternatively, you can make a complaint to the Information Commissioner's Office as follows:

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