

Privacy Notice (How we use information about parents)

This notice describes how the Co-operative Academies Trust (the Trust) processes personal data belonging to the parents and carers of students at our Academies.

The Trust has overall responsibility for the personal data processed by all its Academies and is called the Data Controller.

In day to day matters the Trust passes the responsibility for data protection to the governing body of each Academy and to the Principal / Headteacher.

In this document the Trust and its Academies are referred to 'we', 'us', or 'our'. Parents and carers are referred to as 'you' and 'your'.

Much of the information we collect is classed as 'personal data' and our use of it is covered by the Data Protection Act 2018 (DPA). The Data Protection Act includes the General Data Protection Regulation (GDPR)

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

We have also included a section about your rights in relation to your children who attend one of our Academies. A full Privacy Notice for pupils is available on request

What information do we collect and use about parents?

- We collect many different categories of information, for example:
- Personal details (for example; name, date of birth, national insurance number)
- Contact details (for example; address, telephone number, email address)
- Family details (for example; details of other children, 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

In some cases, we will also have:

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

Why we collect and use this information

Some of the reasons we collect and use this information are:

- To support the admissions process
- To support learning for your child(ren)
- To maintain a safe environment for our pupils
- To provide appropriate pastoral care
- To enable you to pay for activities for your child(ren)
- To enable you to pay for school meals for your child(ren)
- To enable free school meals to be provided
- To comply with our legal obligations to share information
- To ensure your health and safety if you visit school
- To keep you up to date with news about the school

Our legal basis for using the information

The GDPR sets out circumstances when the processing of personal data is legal. The process of personal data will be legal based on one of the following:

- Informed consent given by you [Article 6(1)(a)]
For example: The use of banking information in our payment service
- To meet a legal requirement [Article 6(1)(c)]
For example: Providing your contact details to the local authority
- To protect the vital interests of you or someone else [Article 6(1)(d)]
For example: Giving your contact details to emergency services
- Delivering a public task [Article 6(1)(b)]
For example: Recording communications about your child(ren) being absent from school

Storing your personal data

Some of the personal data that we collect, and use, is added to the Educational Record for your child(ren). This record is kept while they attend the Academy. If they leave the Academy, then the record will be transferred to the next school they attend. For Secondary Academies once your child leaves the Academy their records are retained until their 25th birthday. Any information that related to you in this file will be retained for the same period.

Other data that we collect from you will be stored in paper files or on our computer systems.

Some personal data is kept for different lengths of time. For example;

- Records of admission to the school are kept permanently. We do this as pupils often ask us to confirm the dates they attended the Academy.
- Correspondence about a child's absence is kept for the current year and 2 years afterwards
- Records of your visits to schools are kept for then current year and 6 years afterwards

If you'd like to know how long we keep a specific piece of personal data, please contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

Sharing your personal data

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we share personal data with are:

Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data

- Your local authority
- The Department for Education
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers

Where we share your personal data with someone who is a supplier or service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will

stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold can not be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer whose details can be found at the end of this Privacy Notice. You will also need to supply us with standard information to verify your identity.

Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have to right to ask us to erase it, or to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this as request that a person is involved.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

Access to personal data about your child(ren)

In the normal course of supporting your child(ren)'s education various items of information will be shared with you including their achievements, any issues that arise, and details of homework that they have been set.

If you want access to more information about your child(ren)'s educational record, your ability to access this data will be dependent upon the age of the child(ren).

In the case that your child(ren) are under the age of 12 then it is assumed that you will make decisions on behalf of your child(ren). This means that you can approach us to request access to personal data about your child(ren). A person can request access to their personal data at any age, but for the child is under 12 we will normally approach you for permission.

For children over 12 the situation changes. Based on the guidance from the Information Commissioner's Officer, unless we have good reason, we consider that the young person is able to make decisions about their own personal data.

This means that we will not refer any requests your child(ren) make, for access to their personal data, to you for approval.

It also means that if you make a request for access to your child(ren)'s personal data we will not proceed with the request without clear and independent evidence that they give consent.

This does not affect your statutory right to receive reports of you're child(ren)'s progress in the main subjects as provided in their school reports.

Who to contact

Each Academy has an individual who is the first point of contact for issues of data protection. This person is called the Data Protection Lead. You can find the details of the Data Protection Lead for an Academy by contacting the Academy.

The Trust is required to have someone called a Data Protection Officer or DPO. The DPO advises the Trust about issues to do with data protection. The DPO also has a responsibility to support the individuals whose personal data is collected and used by the Trust.

Our Data Protection Officer is:

Name of DPO: GDPR Sentry Limited

email address: support@gdprsentry.com

Contact number: 0113 804 2035

Contact address: Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire, LS23 7FG

If you have any questions about this privacy notice, please contact the Data Protection Lead or the Data Protection Officer.

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.

Alternatively, you can make contact with the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.