Privacy Notice for Parents and Carers - Use of your personal data.

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1. Introduction

Under data protection law, individuals have a right to be informed about how our trust uses 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 at our school.

Our trust, Discovery Schools Academies Trust – registered office c/o Kibworth CE Primary School, Hillcrest Avenue, Kibworth, Leicestershire. LE8 0NH are the 'data controller' for the purposes of data protection law. Our data protection officer is Nick Layfield (see 'Contact us' below).

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Bank details
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of
- Photographs, ONVU cameras and CCTV images captured in school
- For faith schools: Your religion, as part of our admission arrangements

We may also hold data about you that we have received from other organisations, including other schools and social services.

3. Why we use this data

We use the data listed above to:

a) Report to you on your child's attainment and progress

b) Keep you informed about the running of the school (such as emergency closures) and events

c) Process payments for school services and clubs

d) Provide appropriate pastoral care

e) Protect pupil welfare

f) Administer admissions waiting lists

g) Assess the quality of our services

h) Carry out research

i) Comply with our legal and statutory obligations

j) Inform you if the school has had a confirmed COVID -19 case

3.1 Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

Our lawful basis for processing your personal data for the purposes listed in section 3 above are as follows:

- For the purposes of (a), (b), (c) (d), (e), (f) (g) and (i) in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school.

- For the purposes of (d) and (j) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)

- For the purposes of (h) in accordance with the legal basis of Legal obligation: data collected for DfE census information:

    - Section 537A of the Education Act 1996
    - the Education Act 1996 s29(3)
    - the Education (School Performance Information) (England) Regulations 2007
    - regulations 5 and 8 School Information (England) Regulations 2008
    - the Education (Pupil Registration) (England) (Amendment) Regulations 2013

- For the purposes of (g), in accordance with the 'consent' basis – we will obtain consent from you to use your personal data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law

- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this information

While the majority of information we collect about your is mandatory, there is some information that can be provided voluntarily.
Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Social Care
- Government departments or agencies
- Police forces, courts, tribunals

6. How we store this data

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Document Retention Management Policy sets out how long we keep information. A copy of this policy can be requested from your school.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed and will dispose of your personal data securely when we no longer need it.

7. Who we share date with

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

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 admissions, attendance, attainment, safeguarding concerns, and exclusions

- Discovery Schools Academies Trust – (the multi academy trust our school is part of)
- The Department for Education – to meet our statutory requirement under Section 537A of the Education Act 1966
- Educational institutions that pupils attend after leaving us.
- Health and social welfare organisations – e.g the school nurse team, CAMHS etc - to meet both legitimate and vital interests of pupils in the school.
- The pupil's family and representatives- to meet both legitimate and vital interests of pupils in our organisation.
- the Police, courts and tribunals
- Social Services (where there are safeguarding concerns)

We also share personal data with third party organisations which provide services to us. This data is only shared where it is essential for the service to be provided. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with the school's specific directions. We currently provide pupil level data for the following purposes:

- to provide core school business services (our school management information system, parental communication providers
- to support learning through curriculum products, e.g. curriculum learning platforms like Office 365. A full current list of third party organisations is available on request.

8. Your rights

8.1 What are your rights?

1. Right to Information

    - The data subject has the right to know how we process data, who we process it with, our Data Protection Officer contact details, details of the data controller and details of the data subject's rights. This privacy notice outlines all of these principles.

2. Subject access rights

    - The data subject has the right to know what personal data is being held about them and how they can access this (see below paragraph).

3. Right to rectification

    - The data subject can request that the data controller rectifies any inaccurate data

4. Right to erasure

    - The data subject can request that the data controller erases any data that is no longer fit for processing or where processing was relying on consent and this has been withdrawn.

5. Right to restrict processing

    - The data subject can request that the data controller restricts processing where the accuracy of the personal data is contested, the process is unlawful or no longer needed but the data subject

does not want to erase as the data is still required.

6. Right to data portability

   - The data subject as the right to receive any personal data they have provided in a structured, commonly used and machine-readable format.

7. Right to object

   - The data subject has a right to object to data processing.

8. Rights in relation to automated decision making and processing

   - The data subject has the right not to be subjected to decisions based solely on automated processing.

If you wish to exercise any of your data rights, then please get in touch with your local Data Protection Representative that can be found below.

8.2 How to access the personal information we hold about you (Subject Access Request)

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- 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 intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

8.3 Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- In certain circumstances, be notified of a data breach

- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

9. Complaints

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

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, we request that you raise your concern with us in the first instance via the school office. Should the outcome not be to your satisfaction you can contact Discovery School Academies Trust:

- Report a concern online via dprep@discoveryschoolstrust.org.uk or to alapidge@discoverytrust.org
- Call 0116 418 3066.

We are confident that we can work together to avoid/remove/reduce concerns, but should the school and /or Trust not be able to resolve the matter to your satisfaction, then your concern can be raised via the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/make-a-complaint/
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

- **Your Local Data Protection Representative at your School office on office@dsatbadgerbrook.org**
- Louise Barber — Trust Operations Director on 0116 318 4066 or dprep@discoveryschoolstrust.org.uk
- Adam Lapidge — Data Protection Officer via alapidge@discoverytrust.org