



Privacy Notice for Parents

Author / Responsible Person	Chief Information Officer
Ratified by	Chief Executive Officer
Date Ratified	May 2023
Next Review Date	September 2024
Annually	Annually

PRIVACY NOTICE FOR PARENTS/GUARDIANS ABOUT PUPILS DATA

1. INTRODUCTION

Under UK data protection law, individuals have a right to be informed about how our school 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 you as a guardian to a pupil at our school.**

The Trust, Future Academies, is the 'data controller' for the purposes of UK data protection law. Our data protection officer is Judicium (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:

- Personal identifiers and contact details (name, date of birth, identification documents, contact details and address)
- Details of any support received, including care packages, plans and support providers
- Safeguarding information (court orders and professional involvement)
- Medical / or access requirements
- Information about free school meal and pupil premium eligibility
- Information for catering management purposes (e.g. whether your child has school meals and how often)
- Visits to the school and parental meetings
- Call logs and communications
- Photographs and CCTV images captured in school

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) Communicate with you when required
- b) Support your child's learning
- c) Monitor and report on your child's progress
- d) Provide appropriate care for your child
- e) To keep children safe (e.g. food allergies, emergency contact details)
- f) To comply with the statutory duties placed on the Trust and/or school by the DfE data collections; and
- g) To keep your child and their environment safe (CCTV)

4. OUR LAWFUL BASIS FOR USING THIS DATA

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- a) Consent: the individual has given clear consent to process their personal data for a specific purpose;
- b) Contract: the processing is necessary for a contract with the individual;
- c) Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- d) Vital interests: the processing is necessary to protect someone's life.
- e) Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- f) The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

4.1 Our basis for using special category data

For 'special category' data (more sensitive personal information), 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 UK data protection law:

- We have obtained your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you are physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it is used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it is used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use 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 UK 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 life or someone else's life), in situations where you are physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

5. COLLECTING THIS DATA

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.

6. HOW WE STORE THIS DATA

We keep personal information about you while your child attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our Future Academies Data Retention Policy sets out how long we keep information about pupils.

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.

We will dispose of your personal data securely when we no longer need it.

7. WHO WE SHARE DATA 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 UK data protection law), we may share personal information about you with:

- a) Our local authority to meet our legal obligations to share certain information with it, such as safeguarding concerns
- b) Government departments or agencies
- c) Our youth support services provider
- d) Our regulator, including the Department for Education and Ofsted
- e) Suppliers and service providers:
 - Catering provider, if you wish to be registered on that system
 - Third party education providers, for the purposes of supporting a student's education provision, under contracts with clear data protection requirements
- f) Financial organisations
- g) Our auditors
- h) Survey and research organisations
- i) Health authorities
- j) Security organisations
- k) Health and social welfare organisations
- l) Professional advisers and consultants
- m) Charities and voluntary organisations
- n) Police forces, courts, tribunals

8. YOUR RIGHTS

8.1 How to access personal information that we hold about you

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

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

- a) Give you a description of it
- b) Tell you why we are holding and processing it, and how long we will keep it for
- c) Explain where we got it from, if not from you
- d) Tell you who it has been, or will be, shared with
- e) Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- f) 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).

8.2 Your right to access your child's educational record

Parents, or those with parental responsibility, also have the right to access their child's educational record (which includes most information about a pupil). This right applies as long as the pupil is aged under 18.

There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual, or if it would mean releasing exam marks before they are officially announced.

To make a request, please contact us (see 'Contact us' below).

8.3 Your other rights regarding your child's data

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

- a) Object to our use of your child's personal data
- b) Prevent your child's data being used to send direct marketing
- c) Object to and challenge the use of your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- d) In certain circumstances, have inaccurate personal data corrected
- e) In certain circumstances, have the personal data we hold about your child deleted or destroyed, or restrict its processing
- f) Withdraw your consent, where you previously provided it for the collection, processing and transfer of your child's personal data for a specific purpose
- g) In certain circumstances, be notified of a data breach
- h) Make a complaint to the Information Commissioner's Office
- i) 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).

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make these requests on their behalf.

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 concerns about our data processing, please let us know.

Alternatively, you can make a complaint to the Information Commissioner's Office:

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

10. CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**. Our data protection officer is:

Judicium Consulting Ltd

72 Cannon Street London EC4N 6AE

Email: dataservices@judicium.com

Telephone: 0345 548 7000

Our Shared Services Team at Future Academies has responsibility for data protection issues across the Trust. If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact them at:

By email: info@futureacademies.org

By post: Future Academies, Pimlico Academy, Lupus Street, London, SW1V 3AT

---END---