

## Privacy Notice – Parents/Carers

Under the data protection law ([the General Data Protection Regulation](#)), individuals have a right to be informed about how the 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/Carers**.

We, Stephen Sutton Multi Academy Trust, are the ‘data controller’ for the purposes of data protection law.

You can contact our data protection officer (DPO) at [dpo@stephensuttonmat.co.uk](mailto:dpo@stephensuttonmat.co.uk)

### The personal data we hold

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

- Contact details, contact preferences, date of birth, identification documents
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Details of any medical conditions, including physical and mental health
- Safeguarding information
- Details of any support received, including plans and support providers
- Photographs
- CCTV images captured

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

### Why we use this data

We use this data to:

- Provide appropriate pastoral care for students
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

### Our legal basis for using this data

We only collect and use students’ personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation

- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use Parents/Carers personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.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 Parents/Carers personal data overlap, and there may be several grounds which justify our use of this data.

### **Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

We may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **Collecting this information**

We collect Parent/Carer information via:

- registration forms at the start of the school year
- Common Transfer File (CTF)
- secure file transfer from previous school
- admissions form
- Our staff via MIS, Paper, survey or other means

Parent/Carer data is essential for the schools' operational use. Whilst the majority of information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

### **How we store this data**

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [www.stephensuttonmat.co.uk](http://www.stephensuttonmat.co.uk)

### **Data sharing**

We routinely share information with:

- schools
- local authorities

- the Department for Education (DfE)

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

- Schools and colleges that students attend after leaving us
- Officers of the Stephen Sutton Multi-Academy Trust (SSMAT)
- Staffordshire Local Authority (who have specific responsibilities relating to admissions, SEND and safeguarding)
- The Department for Education (DfE)
- The Education and Skills Funding Agency (ESFA)
- Police
- Social Services
- Attend (attendance and educational welfare support)
- NHS (school nurse service)
- Children and Adolescent Mental Health Services (CAMHS)
- Alliance in Partnership (AiP) [catering service]
- Digital service providers (CAPITA, 4 Matrix, Oxford Analytics, Show My Homework, My Maths, Accelerated Reading)
- The Bridge (pupil referral unit)
- Residential trip organisers (and insurers)

### **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

### **Local Authorities**

We may be required to share information about our Parents/Carers with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

### **Parents and students' rights regarding personal data**

Under GDPR, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, contact the Trust's Data Protection Officer – [dpo@stephensuttonmat.co.uk](mailto:dpo@stephensuttonmat.co.uk)

Depending on the lawful basis above, you may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing

- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

### **Other rights**

Depending on the lawful basis above, you may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Trust's Data Protection Officer – [dpo@stephensuttonmat.co.uk](mailto:dpo@stephensuttonmat.co.uk).

### **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 01/11/2020.

### **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 office (DPO)**:

Sharon Thorp, 01543 687 312, [dpo@stephensuttonmat.co.uk](mailto:dpo@stephensuttonmat.co.uk)