



## Owlcotes Multi-Academy Trust

### Privacy Notice: Parents/Carers

Under data protection law, individuals have a right to be informed about how the Trust and school uses any personal data that we hold about them. Owlcotes Multi-Academy Trust complies 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, Owlcotes Multi-Academy Trust and its member schools, are the 'data controller' for the purposes of data protection law.

### The Personal Data We Hold

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

- Contact details,
- Contact preferences,
- Date of birth,
- Gender,
- National Insurance Number.

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

### Why We Use This Data

We use this data to:

- Contact parents/caraers
- Apply for additional funding for the school
- Comply with the law regarding data sharing.

### Our Legal Basis for Using This Data

We only collect and use your personal data when the law allows us to (The Education Act 1996). 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 your 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Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.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 your personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting This Information**

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

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

### **How We Store This Data**

We keep personal information about you whilst 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.

### **Data Sharing**

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 you with:

- The local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligation to share information to collate National data
- Our regulator – Ofsted – to meet our legal obligation to share certain information with Ofsted to enable them to monitor the schools performance
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government
- Health authorities – to meet our legal requirements to be responsible for the health of our pupils
- Security organisations – to meet our legal obligations to ensure the pupils are safeguarded
- Health and social welfare organisations - to meet our legal requirements to be responsible for the health of our pupils
- Professional advisers and consultants – to enable them to provide the service we have contracted them for
- Police forces, courts, tribunals – to meet our legal obligations to share certain information such as safeguarding/ behaviour concerns

- Professional bodies - to enable them to provide the service we have contracted them for

### **Parents' Rights Regarding Personal Data**

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

Parents/carers can make a request with respect to their own or 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.

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 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 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 intelligible form.

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

If you would like to make a request, please contact our data protection officer.

Parents/carers also have a legal right to access to their child's educational record.

### **Other Rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our data protection officer.

### **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, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

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

- Report a concern online at <https://ico.org.uk/concerns/>
- Call: 0303 123 1113
- 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 our data protection officer:

*Owlcotes Multi-Academy Trust Data Protection Officer: Mr Ben Cain*

*Email: [dpo@feps.co.uk](mailto:dpo@feps.co.uk)*

*Tel: 01924 907319*