



Elm Tree Multi Academy Trust

Privacy Notice for Parents/Guardians/Carers

Approval and Review

Effective from: September 2023

Approved by: Resources

Review leader: A Woodward, Chief Financial Officer

Review date: September 2027

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our parents, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

Policy Statement

We are Elm Tree Multi Academy Trust. During your child's time with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left the school. Anything that we do with an individual's personal data is known as "processing".

Who are we?

Elm Tree Multi Academy Trust is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Elm Tree Multi Academy Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZB569124.

You can contact the school as the Data Controller in writing at:

Elm Tree Multi Academy Trust, Sandy Lane, Blackdown, Leamington Spa, CV32 6RD or via email: dpo@northleamington.co.uk

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What information do we process in relation to you?

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details, medical information)

- financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend the school site
- your relationship to your child, including any Court orders that may be in place

We will also use special categories of data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

Where do we get your personal data from?

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins the school, and through other appropriate means such as parental surveys, correspondence, home school liaison, any bursary applications and when you attend the school site and are captured by our CCTV system.

We may also obtain information about you from other external sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

Why do we use your personal data?

We will process your personal data for the following reasons:

1. Where we are required by law, including:
 - To provide reports and other information required by law in relation to the performance of your child
 - To raise or address any concerns about safeguarding
 - To the Government agencies including the police
 - To obtain relevant funding for the school
 - To provide or obtain additional services including advice and/or support for your family
2. Where the law otherwise allows us to process the personal data as part of our functions as a school or we are carrying out a task in the public interest, including:
 - To confirm your identity
 - To communicate matters relating to North Leamington School to you
 - To safeguard you, our pupils and other individuals

- To enable payments to be made by you to the school
 - To ensure the safety of individuals on the school site
 - To aid in the prevention and detection of crime on the school site
3. To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

4. Where we otherwise have your consent

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Why do we use special category personal data?

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary in order to ensure your health and safety on the school site, including making reasonable adjustments for any disabilities you may have.
3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

Failure to provide this information

If you fail to provide information to us, we may be prevented from complying with our legal obligations.

How long will we hold your personal data for?

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. The school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of these schedules can be located using the following link

<http://irms.org.uk/page/SchoolsToolkit>

Who will we share your personal data with?

We routinely share information about you with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/or the Education and Skills Funding Agency, in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections
- Contractors, such as payment processing providers to enable payments to be made by you to the Academy and parental communication and engagement services to allow us to liaise with you regarding your child and the school
- The Bank in order to process payments on your behalf

We do not share information about our pupils or parents unless the law and our policies allow us to do so.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about Warwickshire County Council local authority's data sharing process, please visit: <https://www.warwickshire.gov.uk>

What do we do with your information?

All personal information is held in a manner, which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The school monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights in relation to your personal data held by us

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should complete our **[Subject Access Request Form](#)** and send to the Data Protection Officer via email at dpo@northleamingtonschool.co.uk or alternatively by writing to:

The Data Protection Officer
Elm Tree Multi Academy Trust
Sandy Lane
Blackdown
Leamington Spa
Warwickshire
CV32 6RD

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified
- Restrict processing of your personal data
- Object to the making of decisions about you taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of your data protection rights

If you want to exercise any of these rights then you should contact the school's Data Protection Officer. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then you will be notified of the reasons why in writing.

Concerns

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.