St John's Primary Academy
PRIVACY NOTICE – PARENTS & CARERS

We **The Priory Federation of Academies Trust** are a data controller for the purposes of the UK GDPR and the Data Protection Act 2018. We collect information from you and may receive information about you from the Local Authority (Admissions Service) and your child's previous school.

What is Personal Data:

'Personal data' means any information which identifies you as an individual. It may include your name but it may also be other information such as your date of birth, nationality and gender which when combined identify you. This information may be collected in a variety of ways, including electronically, in paper form, by telephone or in person.

Data Protection Obligations

As a controller of your data, we are legally responsible for the personal data we collect and hold about you. One of our responsibilities is to tell you about the different ways in which we use your personal data – what information we collect, our legal basis for doing so, why we collect it, where we collect it from and whether and with whom we will share it. We also need to tell you about your rights in relation to your personal data.

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary and for the purposes we have told you about.
6. Kept securely.

We hold this personal data and use it to:

We use personal data to manage your relationship with us as a parent/carer. Data protections laws require us to meet certain conditions before we are allowed to use your personal data, including having a "legal basis" for the processing.

Purpose	Legal basis
For enrolment purposes We will use your personal information to: - Facilitate admission and registration of your child - Maintain the Trust's computerised student record system	**Perform a task in the public interest** The Trust will be processing personal data in its capacity as a public authority in connection with its main purpose of providing education
To communicate with you about your child's education We will use your personal information to: - Communicate with you about your child's education and wellbeing - Monitor and report on your child's progress - Deal with your child's exams and accreditations	**Perform a task in the public interest** The Trust will be processing personal data in its capacity as a public authority in connection with its main purpose of providing education
Internal and statutory reporting and other legal obligations, including compliance with health and safety law and monitoring equality of opportunity and treatment We will use your personal information to: - Comply with our legal obligations - Produce statistics and research for internal and statutory reporting purposes - Monitor our compliance with our responsibilities under equalities legislation	**Compliance with our legal obligation** Much of the processing of your personal data in this context will be in order to comply with our legal obligations **Performance of a task in the public interest** The Trust will be processing personal data in its capacity as a public authority in connection with its main purpose of providing education

Data Protection Impact Assessments (DPIA) are used by The Priory Federation of Academies Trust to help determine what data is needed in order to prevent any unnecessary collection of information.

We will also need to use your personal information in circumstances when the law allows us to do so, this includes where we need to comply with a legal obligation; where it is necessary for our legitimate interests (or those of a third party); where we need to protect your interests (or someone else's interests) and where it is in the public interest.

Consent

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In line with UK laws on data protection we will seek consent from you and your parents/carers for any data collection where you have a choice. When we seek consent it will be made clear to you what data is being collected and its purpose. The Priory Federation of Academies Trust will always ask you to positively opt-in when giving consent, so your agreement is never assumed. If given, consent may be withdrawn at any time.

We will not give information about you to anyone outside the Trust without your consent unless the law and our rules allow us to.

The categories of parent/carer information that we collect, hold and share include:

- Personal information (such as name, address, contact details).
- Personal characteristics (such as ethnicity, language, nationality and free school meal eligibility).
- Child Protection information (such as safeguarding records).
- CCTV footage (in the event that you visit the site).

We process the categories of personal data described above in order to carry out our public functions and duties as an academy trust, including the provision of education, safeguarding, pastoral support, special educational provision, attendance monitoring, behaviour management, and other activities necessary to educate and support pupils. We also process personal data to comply with our legal and regulatory obligations. In limited circumstances, we may process personal data where it is necessary for our legitimate interests, provided those interests are not overridden by the rights and freedoms of the individual concerned.

Special category personal data

Some of the personal data listed above is classed as being within 'special categories of personal data' under current data protection laws, for example information relating to your ethnicity or any disability. Access to, and the sharing of, this information is controlled very carefully. You will be given more details about our use of any special category personal data when we collect it from you.

Information from third parties

We work closely with third parties (including, for example, funding and sponsorship partners, educational institutions, examination boards, overseas agents, UCAS and clearing houses, business partners and compliance services) and may receive information about you from them (including, in certain cases, special category personal data).

Who we share your data with

In the event that any personal information collected about you is transferred to any country outside the UK, appropriate measures will be taken to ensure that your information is treated by those third parties in a way that is consistent with and which respects UK laws on data protection, including a contractual agreement with any relevant companies.

In line with the purposes listed above, your data may be shared with:

e4education
eduFocus
F1 Group
Lincolnshire County Council
Lincolnshire Police
Microsoft
NHS Immunisation Team
School Transition
SIMS (ParentPay)
Tes Global Limited
Wonde

The Trust has a legal duty to safeguard and promote the welfare of children. To support this responsibility, we may need to share personal information with other organisations that help keep children safe and provide support to families. These organisations may include local authorities, social care services, health services, police services, and other safeguarding partners.

Where information may help another organisation assess need, make decisions, provide support, or take action to safeguard or promote the welfare of a child, the Trust may share relevant information in accordance with its legal obligations. This may include concerns relating to a child's safety, wellbeing, attendance, behaviour, emotional health, special educational needs, family circumstances, or other factors that may affect their welfare. We will only share information that is relevant, necessary and proportionate for the purpose identified and will continue to apply appropriate safeguards to protect personal data. Wherever possible, we will seek to be open and transparent with pupils and parents/carers about how information is used and shared. However, there may be occasions where information is shared without informing a parent/carer if doing so could place a child at risk, prejudice a safeguarding enquiry, or otherwise be inappropriate in the circumstances.

The Trust shares this information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, safeguarding legislation, and its duties under section 16LA of the Children Act 2004.

Your rights

Under certain circumstances, you have the following rights:

- A right to access personal data held by us about you.
- A right to require us to rectify any inaccurate personal data held by us about you.
- A right to require us to erase personal data held by us about you. This right will only apply where, for example, we no longer need to use the personal data to achieve the purpose we collected it for; or where you withdraw your consent if we are using your personal data based on your consent; or where you object to the way we process your data.
- A right to restrict our processing of personal data held by us about you. This right will only apply where, for example, you dispute the accuracy of the personal data held by us; or where you would have the right to require us to erase the personal data but would prefer that our processing is restricted instead; or where we no longer need to use the personal data to achieve the purpose we collected it for, but we require the data for the purposes of dealing with legal claims.
- A right to receive personal data which you have provided to us in a structured, commonly used and machine readable format. You also have the right to require us to transfer this personal data to another organisation.
- A right to object to our processing of personal data held by us about you.
- A right to withdraw your consent where we are relying on it to use your personal data. Note that a withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.
- A right to ask us not to use information about you in a way that allows computers to make decisions about you and ask us to stop.

In certain circumstances, we may need to restrict your rights in order to safeguard the public interest (e.g. the prevention or detection of crime) and our interests (e.g. the maintenance of legal privilege).

Storing your data (Data Retention)

Parent/Carer data is held in line with The Priory Federation of Academies Trust's Records Management Policy.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including any purposes of satisfying any legal, accounting or reporting requirements. Details of our retention periods can be found in our Records Management Policy.

How we keep your data safe

Access to information is strictly controlled based on the role of the professional. All staff are required to undertake data protection training and comply with Trust security procedures.

Information about individuals is stored in secure databases which are encrypted. Data is not stored on individual devices but is stored on the central network.

Automated decision making

We do not envisage that any decisions taken about you will be done using automated means, however we will notify you in writing if this position changes.

Keeping information up to date

It is important that the personal information held about you is accurate and current. Please help us to do this by letting us know if your personal information changes.

Data Protection Officer

We have appointed a Data Protection Officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO. The DPO can be contacted at **DPO@prioryacademies.co.uk**.

Contact

If you want to see a copy of the information about you that we hold and/or share or wish to discuss anything in this privacy notice, please contact **DPO@prioryacademies.co.uk**.

If you have concerns about how the Trust processes personal data, you should in the first instance contact the Trust's Data Protection Officer. The Trust will then acknowledge your complaint within 30 working days, investigate impartially and fairly and provide a response without undue delay. Should you remain dissatisfied you also have the right to raise a concern with the Information Commission at https://ico.org.uk/concerns/

If you need more information about how our local authority collect and use your information, please visit:

Lincolnshire Data protection policy – Introduction and scope - Lincolnshire County Council

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that is held about you. To make a request for your personal information, please contact **SAR@prioryacademies.co.uk**.

If any of the data we hold on you is incorrect you can also request that data to be rectified. However, we are unable in most circumstances to erase any data we hold on you.

CCTV

We have installed CCTV in our setting. The purpose of CCTV cameras will be to monitor activities within the setting and its grounds in order to identify criminal activity actually occurring, anticipated, or perceived and secure the safety and wellbeing of all Trust users and visitors.

In all locations signs are displayed notifying you that CCTV is in operation and providing details of who to contact for further information.

We will only disclose CCTV images to others who intend to use the images for the purposes stated above. CCTV will not be released to the media for entertainment purposes or placed on the internet.