

# Privacy Notice – For parents & carers – use of your own personal data



Approved by RET Board

Approved on December 2019

SLT contact Headteacher

Revision due Every 2 years

## Privacy Notice – GDPR & Data Protection Act 2018

*For parents/carers – use of their own personal data*

### 1. Background

This Russell Education Trust ('the Trust') Privacy Notice applies to all personal data held by the Trust as a multi-academy trust and by individual schools in the Trust.

The Trust aims to ensure that all personal data collected by the Trust and in its individual schools, is collected, stored and processed in accordance with the [General Data Protection Regulation \(EU\) 2016/679 \(GDPR\)](#) and the Data Protection Act 2018 (DPA 2018).

Under data protection law, individuals have a right to be informed about how 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 and carers of students in our schools.

The Russell Education Trust, Manor House, 1 The Crescent, Leatherhead, Surrey, KT22 8 is the 'data controller' for the purposes of data protection law.

Our data protection officer is: Jo Townsend (see 'Contact us' below).

### 2. The personal data we hold

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

- Contact details, contact preferences, (such as your name, address, email address and telephone numbers)
- Bank details
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence
- Details of any complaints you have made

We may also collect, use, store and share (where appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes but is not restricted to information about:

- Any health conditions you have that we need to be aware of
- Information about any access arrangements that need to be made
- Photographs and CCTV images captured in school
- Your religion – if this is part of our admissions arrangements (for faith schools)

We may also hold data about you that we have received from other organisations, including other schools and social services.

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## 3. How we use this data

We use the data listed above to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of our schools (such as emergency closures), events and trips
- Process payments for school services and clubs
- Provide appropriate pastoral care to student
- Protect student welfare
- Assess the quality of our services
- Administer admissions processes and waiting lists
- Carry out research to enable us to improve the services we provide in school and monitor outcomes
- Comply with the law regarding data sharing
- Comply with our legal and statutory obligations

### 3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send marketing information by email or text promoting school events, campaigns and charitable causes or services that may be of interest to you.

You can withdraw your consent or 'opt out' of receiving these emails and/or texts at any time by contacting your school.

### 3.2 Use of your personal data in automated decision making and profiling

We do not currently process your personal data through automated decision making or profiling. If this changes in future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## 4. Our lawful basis for using this data

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

- We need to comply with a legal obligation – this means we need to process the data to meet our responsibilities under law such as sharing information with the Department of Education and Local Education Authority
- We need it to perform an official task in the public interest – this means we need to use your data to fulfil our official duties as a Trust and in our individual schools
- We have obtained your consent to use it in a certain way - we may obtain your consent to use your personal data in specific circumstances
- We need to protect your vital interests (or someone else's interests) – this means in a life-or-death situation, such as a medical emergency

Where you have provided us with your consent to use your personal information, you may take back this consent at any time. We will make this clear when requesting your consent and will explain how you would go about withdrawing your consent.

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## 4.1 Our basis for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it where we have both a lawful basis, as set out above and one of the following conditions for processing as set out in data protection law:

- We have obtained your specific and explicit consent to use your information in a certain way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- We need to process if for reasons of substantial public interest as defined in legislation
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- 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 the law
- We need to process it for archiving or for statistical purposes, and the processing is in the public interest.

Some of the reasons listed above for collecting and using your personal information overlap, and there may be several grounds which justify our use of this data.

For criminal offence data, we will only collect and use it where the law allows us to do so and in accordance with data protection law.

## 5. 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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local councils
- Other schools or education establishments
- Government departments or agencies
- Police forces, courts, tribunals
- Medical professionals
- Your children
- Your family

## 6. How we store this data

We keep personal information about you while your child is attending one of our schools. We may also keep it beyond their attendance if this is necessary.

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Our Data Retention Schedule explains how long we will hold your personal information. You can find this on your child's school website.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your 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 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
- Government departments or agencies such as The Department for Education (including the Education Skills Funding Agency and Regional Schools' Commissioner) to meet the requirements under the Trust's Funding Agreement to provide certain information on the educational provision of the Trust.
- The student's family and representatives – to ensure that we can meet the educational and pastoral requirements of our students and their families or carers.
- Our youth support services provider – to provide appropriate educational and pastoral opportunities to our students
- Inset day and trip providers – to provide appropriate educational and pastoral services to our students
- Educators and examining bodies – to support the successful education of our students including the proper coordination of their examination entries.
- Our regulator e.g. Ofsted to meet our obligations under the legislative framework for the monitoring and evaluation and assessment of schools.
- Suppliers and service providers – to enable them to provide the service we have contracted them for such as IT services
- Financial organisations such as electronic payments providers – to meet financial commitments and to ensure the effective working of financial systems.
- Central and local government – to meet the requirements under the Trust's Funding Agreement and other data collection requirements such as statistical and financial returns.
- Our internal and external auditors - to meet our legal obligations to have our accounts audited in accordance with legislation.
- Survey and research organisations – to support the collation of data to support the improvement of education across the country.
- Health authorities – to meet our obligations to protect the welfare of our students.
- Security organisations – to ensure that our staff and students are as safe as possible and to meet our obligations and duties under legislation.
- Health and social welfare organisations – to meet our obligations to protect the welfare of our students.
- The School Nurse – to meet our obligations to protect the welfare of our students

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- Professional advisers and consultants – to ensure that can meet the educational and pastoral requirements of our students.
- Charities and voluntary organisations – to ensure that can meet the educational and pastoral requirements of our students.
- Police forces, courts, tribunals – to meet our obligations to share certain information in accordance with legislation.
- Professional bodies to ensure that can meet the educational and pastoral requirements of our students.
- Other Russell Education Trust schools and the Trust's central team to support the effective management and operation of our schools, for example to facilitate benchmarking exercises.

## 7.1 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.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting your school.

## 8. Your rights

### 8.1 How to access personal information we hold about you

You have the right to make a **'subject access request'** to gain access to personal information we hold about you.

If you make a subject access request, and if we do hold information about you, 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
- 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

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 other rights regarding how your personal data is used and kept safe

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

- Object to the use of personal data
- Prevent it being used to send direct marketing

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- Object to and challenge 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
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- 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).

## 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 concern about our data processing, please raise this with us in the first instance.

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

## 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**:

- **Data Protection Officer:** Jo Townsend
- **Email address:** [DPO@Russelleducationtrust.org.uk](mailto:DPO@Russelleducationtrust.org.uk)
- **Address:** Data Protection Officer, Russell Education Trust, Manor House, The Crescent, Leatherhead, Surrey, KT22 8DY. Please mark private and confidential for the attention of the Data Protection Officer.