



## PRIVACY NOTICE

## FOR PARENTS

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was updated on **1<sup>st</sup> July 2019**. You will find the latest version of the Privacy Notice for Parents at [www.pdet.org.uk](http://www.pdet.org.uk) or your child's academy's website.

## Privacy Notice for parents<sup>1</sup>

**This document is about how we collect, store and use personal information (or personal data) about parents of pupils at academies within the Peterborough Diocese Education Trust.**

### Who we are

Your child's school / academy (academy) is part of the Academy Trust called Peterborough Diocese Education Trust (PDET). The Academy Trust is the organisation which is in charge of your personal information (or personal data). This means the Academy Trust is called the Data Controller.

The postal address of the Academy Trust is Unit 2 Bouverie Court, 6 The Lakes, Bedford Road, Northampton, NN4 7YD.

If you want to contact us about your personal information you can contact our Data Protection Officer who is Angela Corbyn in the following ways:

- By telephone on 07523 512957
- Leave a letter at our offices at the address above or send one by post
- By email: [dpo.pdet@peterborough-diocese.org.uk](mailto:dpo.pdet@peterborough-diocese.org.uk)

In this policy 'we' and 'us' means the Academy Trust.

### The categories of parent information that we process

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

- personal information (such as name, address, and relationship / marital status);
- contact details (such as email address and telephone numbers);
- characteristics (such as ethnicity, gender and language);
- your relationship to your child, including any Court Orders that may be in place;
- 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;
- photographs when you attend academy events (more details about this are in our photograph policy, available from [www.pdet.org.uk/Policies/](http://www.pdet.org.uk/Policies/) or the academy website);
- CCTV footage and images obtained when you attend the academy site;

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<sup>1</sup> 'Parent' is defined as any adult with legal responsibility for an individual pupil. (This may include carers, guardians, the local authority).

- any relevant safeguarding information (such as professional involvement).

## **Why we collect and use parent information**

We collect and hold personal information relating to parents of our pupils and may also receive information about them from other people and organisations. We use this personal data to:

- provide reports and other information required by law in relation to the performance of your child;
- raise or address any concerns about safeguarding;
- supply Government agencies including the police where required by law;
- obtain relevant funding for the Academy;
- provide or obtain additional services/funding including advice and/or support for your family;
- confirm your identity;
- communicate matters relating to the academy to you;
- communicate details of events and opportunities for pupils provided in the wider community and / or the Parent Teacher Association (PTA) or equivalent of the academy;
- confirm your child's eligibility for a school place;
- safeguard you, our pupils and other individuals;
- enable payments to be made by you to the academy;
- ensure the safety of individuals on the academy site;
- aid in the prevention and detection of crime on the academy site.

The use of parent information for these purposes is lawful for the following reasons:

- The Academy Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us;
- Where the law otherwise allows us to process the personal data as part of our functions as an academy in providing an education, or we are carrying out a task in the public interest;
- 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 Combined Data Protection and Freedom of Information Policy, available from [www.pdet.org.uk/Policies/](http://www.pdet.org.uk/Policies/);
- Where the processing is necessary in order to ensure your health and safety on the

academy site, including making reasonable adjustments for any disabilities you may have.

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place

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

### **How we collect parent information**

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 academy, and when you attend the academy site (including through our visitor log and captured by our CCTV system).

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

### **How long we keep parent information**

We only keep your information for as long as we need to or for as long as the law requires us to. We might need to continue to hold some personal data for a period of time after your child has left the academy. We have a policy which explains how long we keep information. It is called the Records Retention Policy and you can find it on the academy's website or you can ask for a copy at your child's academy's office.

### **When we may share parent information with others**

We will not give information about parents to anyone without consent unless the law and our policies allow us to do so. We will take family circumstances into account, in particular where a Court has decided what information a parent/carer is allowed to have.

Where it is legally required, or necessary (and it complies with data protection law) we may share parent information 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 academy to provide information about pupils and parents as part of statutory data collections;
  - Suppliers and service providers – to enable them to provide the service we have contracted them for, such as school meal providers, travel companies, payment processing providers to enable payments to be made by you to the academy and other organisations such as peripatetic music;
  - External support services where they are asked to work with your child;
  - An independent reviewer where you as a parent makes a complaint;
  - The Police.

The Department for Education (DfE) 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 DfE can be found at <https://www.gov.uk/contact-dfe>

### **You have these rights:**

- You can ask us for a copy of the information we have about you;
- You can ask us to correct any information we have about you if you think it is wrong;
- You can ask us to erase information about you (although we may have good reasons why we cannot do this);
- You can ask us to limit what we are doing with your information;
- You can object to what we are doing with your information;
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Data Protection Officer. There is more information in our Combined Data Protection and FOI Policy. The policy can be found on our website - [www.pdet.org.uk/policies](http://www.pdet.org.uk/policies) or your child's academy's website.

You can complain to our DPO (see page 2 for contact details) about what we do in relation to your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House

Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.