



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 **26th January 2023**.

You will find the latest version of the Privacy Notice for Parents at www.pdet.org.uk or your child's school's website.

Privacy Notice for parents¹

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

Who we are

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

The postal address of the 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 07775 436141
- Leave a letter at our offices at the address above or send one by post
- By email: dpo@pdet.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:

- Identification information (such as name, address, gender and relationship / marital status);
- contact details (such as email address and telephone numbers);
- 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;
- CCTV footage and images obtained when you attend a school site;
- any relevant safeguarding information (such as professional involvement).

Sometimes the information we collect is more sensitive such as information about health and

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

medical needs or safeguarding information. We call this “special category personal data”. Special category personal data relates to information concerning health, genetics, biometrics (where used for identification purposes) racial or ethnic origin, political opinions, sexual orientation, sexual life and religious beliefs.

Some examples of special category personal data the Trust collects about parents are as follows:

- information about your race or ethnic background;
- information about your sexual orientation;
- medical and health information, for example if we need to be aware of this in order to offer pastoral care or safeguard your child;

Very occasionally we collect and use information about criminal records and offences but only where the law allows us to do this.

Why we collect and use parent information

In most cases, we anticipate that we will use parent personal data for the following legal reasons:

Legal Reason: To comply with our legal obligations, for example:

- 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;
- confirm your identity;
- confirm your child’s eligibility for a school place;
- safeguard you, our pupils and other individuals.

Legal Reason: As a public authority, the Trust needs to process parent personal data in order to comply with its statutory functions of operating and managing the Trust and schools within it and to provide education (**public task**):

- provide or obtain additional services/funding including advice and/or support for your family;
- obtain relevant funding for the Trust;
- communicate matters relating to the school 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 school;
- enable payments to be made by you to the school;
- process complaints or carrying out an investigation;
- to keep pupils safe and secure including through the use of our CCTV system;
- aid in the prevention and detection of crime on our school sites.

Legal reason: Where we need to protect someone's **vital interests**:

There may be very rare occasions when we need to use parent personal data to protect your or another person's vital interests. For example, where someone is seriously injured and we need to share personal information with a medical professional in an emergency.

Legal Reason: Where we need **consent**:

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.

Using special category personal data

Occasionally, the **Trust** may need to collect and use special category personal data and/or criminal offence information. The legal reasons for doing this include:

Legal Claims or Judicial Acts: For example, where information is needed in a legal process;

Reasons of Substantial Public Interest: For example, to share information with the police or social services where this is necessary for safeguarding a pupil's welfare; or for legal and regulatory purposes such as child protection.

Vital interests: rarely, we may need to process personal data of parents to protect someone's life. For example, to share information about medical conditions that you may have with a doctor or hospital in the event of an incident or accident;

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 a school within our Trust, and when you attend a school 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 a school within our Trust. We have a policy which explains how long we keep information. It is called the Records Retention and Deletion Policy and you can find it on the school's website or you can ask for a copy at your child's school office.

Your duty to tell us about changes to your personal information

It's important that the personal data we hold about you is accurate and current. Please keep us informed if your personal information changes during the time your child is attending a school within our Trust. For example, if your address or telephone number changes.

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 Trust 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, providers of the Trust's software systems (such as information management system and safeguarding systems), travel companies, payment processing providers to enable payments to be made by you to the school and other organisations such as peripatetic music;
- External support services where they are asked to work with your child;
- Independent reviewers 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>

Transferring personal data to other Countries

In most cases parent personal data remains in the UK. However, occasionally we may need to transfer it outside the UK. For example, some of our suppliers and service providers are located outside the UK and may need to process your personal data when providing us with services, for example, software support, educational learning platforms or a company which we use for carrying out surveys may handle information on our behalf.

On the few occasions where we do transfer your information outside the UK, we will ensure it is protected and handled in line with data protection law. For example, we will only transfer it to a country that is officially considered to provide adequate protection for personal data or protect it by using one of the safeguarding measures available under data protection law.

If you would like more information about how we protect personal data if it is transferred outside the UK please contact our Data Protection Officer.

Your data protection legal rights

Data protection law provides you with the following legal rights in certain circumstances:

- 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 Data Protection and Information Rights Policy. The policy can be found on our website or your child's school's website.

Your right to complain

You can complain to our Data Protection Officer (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.