

## **Privacy Notice for Pupils & Parents**

(Updated 28 January 2021)

In this document The HEART Education Trust, is referred to as 'we', "our" or 'the Trust'; parents are referred to as "you" or "your".

The Trust collects, processes and stores personal data in accordance with our Data Protection Policy. We will comply with the requirements of Data Protection Legislation (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018).

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

We have also included a section about your rights in relation to your children who attend any of our academies.

### **What Information do we collect and use about parents?**

We collect many different categories of information, for example:

- Personal details (for example: name, date of birth, national insurance number)
- Contact details (for example: address, telephone number, email address)
- Family details (for example: details of other children, emergency contacts)
- Admission requests
- Records of communications (for example: emails, phone messages and letters)
- Records of visits to school (for example: time and date, the person you visited)
- Photographs of you or images on CCTV
- Banking details (a credit or debit card registered with our payment system)
- Records of transactions in our payment systems
- Consent for educational visits and extra-curricular activities

In some cases, we will also have:

- Information about consultation with other professionals
- Information about your employment and financial situation
- Information about any care or contact orders relating to your child(ren)

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

We use the information

- To support the admissions process
- To support learning for your child(ren)
- To maintain a safe environment for our pupils
- To provide appropriate pastoral care
- To enable you to pay for activities for your child(ren)
- To enable you to pay for meals for your child(ren)
- To enable free school meals to be provided
- To comply with our legal obligations to share information
- To ensure your health and safety if you visit our premises
- To keep you up to date with news about the Trust and its academies

## **The legal basis for using this information**

Depending on the purpose, our use of your information will be legal due to one of the following:

- Informed consent given by you (GDPR Article 6(1)(a))  
For example: The use of banking information in our payment service
- To meet a legal requirement (Article 6(1)(c))  
For example: Providing your contact details to the local authority
- To protect the vital interests of you or someone else (GDPR Article 6(1)(d))  
For example: Giving your contact details to emergency services
- Delivering a public task (GDPR Article 6(1)(b))  
For example: Recording communications about your child(ren) being absent from school

## **Storing your personal data**

Some of the personal data that we collect, and use, is added to the Educational Record for your child(ren). This record is kept while they attend the Academy. If they leave the Academy, then the record will be transferred to the next school they attend or transferred to the relevant Local Authority.

Other data that we collect from you will be stored in paper files or on our digital systems.

Some personal data is kept for different lengths of time. For example:

- Records of admission to the school are kept permanently. We do this as pupils often ask us to confirm the dates, they attended the Academy.
- Correspondence about a child's absence is kept for the current year and 2 years afterwards
- Records of your visits to school are kept for the current year and 6 years afterwards

If you'd like to know how long we keep a specific piece of personal data, please contact the school office whose details can be found at the end of this Notice.

## **Sharing your personal data**

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we may share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data
- Local Authorities (e.g. Norfolk County Council)
- The Department for Education
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers

Where we share your personal data with someone who is a supplier or service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the Data Protection Legislation.

## **Your rights to your personal data**

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data.

Withdrawing your consent will need to be recorded in writing. Please contact the school office.

### **a) The right to be informed:**

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

### **b) The right of access to your personal data**

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Academy Headteacher of your child's school. You will need to supply us with standard information to verify your identity.

### c) Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, or to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this as request that a person is involved.

You will be given full details of these rights if you request access to your personal data or you can ask the Academy Headteacher.

#### Access to personal data about your child(ren)

Where your child(ren) is/are under the age of 12 it is usually assumed that they are not able to make decisions about their personal data. That right is usually given to parents or a guardian. To access the personal data relating to your child(ren) you will need to follow the same procedure as you would to access your own personal data.

If your child requests access to their personal data, then we will normally refer that request to you for confirmation before releasing the data.

Once your child(ren) reach(es) the age of 12, in most cases they are assumed to be able to make their own decisions about their personal data. This means that we will not refer any request for access to their own data. Similarly, if you wish to make a request for data about your child(ren) we may refer that request to them for confirmation.

It is worth knowing that under the terms of the Data Protection Act (2018) parents do not have an automatic right to access information about their child(ren) through a subject access request.

#### Who to contact:

The Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller**. All staff at the Trust work for the data controller.

If you have any questions about this privacy notice, in the first instance please contact the school office at your child's Academy.

Heartsease Primary Academy 01603 307 820 <a href="mailto:office@heartseaseprimary.co.uk">office@heartseaseprimary.co.uk</a>	Henderson Green Primary Academy 01603 628 030 <a href="mailto:office@hendersongreenprimary.co.uk">office@hendersongreenprimary.co.uk</a>
Lingwood Primary Academy 01603 712 295 <a href="mailto:office@lingwoodprimary.co.uk">office@lingwoodprimary.co.uk</a>	Valley Primary Academy 01603 742 969 <a href="mailto:office@valleyprimaryacademy.co.uk">office@valleyprimaryacademy.co.uk</a>

You can also contact your child's Academy Headteacher via the school office.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. We recommend that you contact the Chief Operating Officer:

**Name:** Hazel Cabbage

**Email:** [hazel@thehearteducationtrust.co.uk](mailto:hazel@thehearteducationtrust.co.uk)

The Trust is also required to have a Data Protection Officer (DPO). The DPO advises the Trust about issues to do with data protection, but can also help you, if you have a problem.

Contact details for the Data Protection Officer are available at:

<https://www.thehearteducationtrust.co.uk/data-protection-gdpr/>

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.