Parent Privacy Policy

We are the Djanogly Learning Trust (the Trust). This privacy policy applies to all academies within the Trust. During your child's time with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left the Trust. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process in relation to you?

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details of family members and other authorised person's details and relationship marital status)
- financial details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend any Trust site (where applicable)
- your relationship to your child, including any Court orders that may be in place

Where applicable we will record:

- social care and situational information from third parties such as social services, the police,NHS and family courts. This includes child protection information.
- other relevant information that is necessary to fulfil our obligations as an education provider

We will also use special categories of data such as gender, age, ethnic group, , religious or similar beliefs, language skills, nationality and information about health. These types of personal data are subject to additional requirements.

Where do we get your personal data from?

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 one of our Trust academies, and when you attend any Trust sites and are captured by our CCTV system (where applicable).

We may also obtain information about you from other sources. This might include information from:

- another school when a child you have parental responsibility for transfers to us
- the local authorities who manage the coordinated admissions scheme
- third parties such as social services, a Court, NHS, the police and other public bodies who might raise concerns in relation to your child.

Why do we use your personal data?

We will process your personal data for the following reasons:

1. Where we are required by law, including:
    - To provide reports and other information required by law in relation to the performance and progress of your child
    - To raise or address any concerns about safeguarding
    - To the Government agencies including the police
    - To obtain relevant funding for the school
    - To provide or obtain additional services including advice and/or support for your family
2. Where the law otherwise allows us to process the personal data as part of our functions as a Trust, or we are carrying out a task in the public interest, including:
    - To confirm your identity
    - To communicate matters relating to the Trust and its academies to you
    - To safeguard you, our pupils and other individuals
    - To enable payments to be made by you to the Trust
    - To ensure the safety of individuals on the Trust's sites
    - To aid in the prevention and detection of crime on the Trust's sites
3. Where we otherwise have your 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.

Why do we use special category personal data?

We may process special category personal data in relation to you for the following reasons:

1. 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 Data Protection Policy.

2. Where the processing is necessary in order to ensure your health and safety on the Trust's sites, including making reasonable adjustments for any disabilities you may have.

3. Where we otherwise have your explicit written consent.

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

The purposes for which we process your personal data and the lawful basis for that processing

We process your personal data for the administration of your child (ren)'s position as a pupil with us. This section contains information about the legal bases that we are relying on when handling your information.

We use a number of lawful bases when processing your data. We have included examples below to help us explain the terms. The examples are not exhaustive.

'Contractual obligation' under article 6(1) (B) of the Data Protection Act 2018. For example:

- We will need to use your information in order to perform our obligations under any contracts we have with you, for example, if you pay for a school event or trip.

'Legal obligation' under article 6(1) (A) of the Data Protection Act 2018. For example:

- Where the Trust needs to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

'Vital interests' under article 6(1) (D) of the Data Protection Act 2018. For example:

- In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt and are unable to give us consent).

'Public interest' under article 6(1) (E) of the Data Protection Act 2018. For example:

- Providing your child with an education;

- Safeguarding and promoting your welfare, your child(ren)'s welfare and the welfare of other children. This can include images captured on all forms of Trust CCTV;

- Facilitating the efficient operation of the Trust and it's academies;
- Ensuring that we comply with all our legal obligations.

Failure to provide this information

If you fail to provide information to us we may be prevented from complying with our legal obligations.

How long will we hold your personal data for?

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our Records Management Policy which is available on request.

Who will we share your personal data with?

We routinely share information about you 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 the Education and Skills Funding Agency, in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections
- Contractors, such as payment processing providers to enable payments to be made by you to the Trust

The Department for Education 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 Department can be found at https://www.gov.uk/contact-dfe.

Local authorities may share information that we are required to provide to them with other organisations. Further information about the data sharing process for the local authorities we work with can be found via the links below:

Nottingham City Council (https://www.nottinghamcity.gov.uk/privacy-statement/) or

Derbyshire County Council (https://www.derbyshire.gov.uk/social-health/children-and-families/privacy-notices/who-we-share-data-with/who-we-share-data-with.aspx) depending where your schools is located.

Contact details for the local authority can be found via the links above.

Your rights in relation to your personal data held by us

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact the Trust's Data Protection Officer, Janet Parker at:

dpo@djanogly.org

01159421207

Please also refer to our Data Protection Policy which is published on our website for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified
- Restrict processing of your personal data
- Object to the making of decisions about you taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of your data protection rights

If you want to exercise any of these rights then you should contact our Data Protection Officer as above. The law does not oblige the Trust to comply with all requests. If the Trust does not intend to comply with the request then you will be notified of the reasons why in writing.

Can I access my child's data?

The data we hold about your child(ren) belongs to them. The Data Protection Act 2018 states that under certain circumstances (such as the age of the child) a parent or authorised adult may be able to act on a child's behalf to uphold their data rights.

Concerns

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should you consider this to be necessary, at https://ico.org.uk/concerns/.

Contact

If you would like to discuss anything in this privacy policy, please contact the Trust's Data Protection Officer as above.