

Privacy notice for Parents/Carers

Under data protection law, individuals have a right to be informed about how the 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, Carers and Pupils.

We, Mid-Trent Multi Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Hedda Motherwell (see 'Contact us' below).

The personal data we hold

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

- Contact details and contact preferences (including contact details for emergency contacts)
- Date of birth, identification documents
- Safeguarding information including court orders or professional involvement
- Bank account details
- Behaviour records
- Exclusion details
- Attendance records
- Assessment and attainment information
- Accident records
- Information about characteristics, such as ethnic background, eligibility for free school meals or special educational needs
- Information about medical conditions, including physical and mental health
- Photographs and videos

We may get information about pupils from other sources too – such as other schools, the local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress and attainment
- Communicate with parents/carers
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists

- Process payments for school services and clubs
- Carry out research
- Comply with our legal and statutory obligations

Our lawful basis for using this data

We only collect and use your personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time by writing to the school office. We will make this clear when we ask for consent and explain how consent can be withdrawn.

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

Collecting this information

We obtain pupil information via data collection sheets at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information.

While the majority of information we collect about you and pupils is mandatory, there is some information that you can choose whether or not to give to us.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. Information is kept in our Management Information Systems and Finance systems.

We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.

To request a copy of our retention schedule please contact the school office.

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

Data Sharing

We do not share information about pupils 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 pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education (DfE)
- Other schools the pupil may go on to attend
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator e.g. Ofsted, Lichfield Diocese Board of Education
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

Department for Education and National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census. This data sharing underpins school funding, and educational attainment policy and monitoring.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department for Education and provides evidence on how schools are performing, which in turn supports research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#)

You can also [contact the Department for Education](#) if you have any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory, we will do so in accordance with UK data protection law.

What are your rights?

Individuals have a right to make a 'subject access request' to gain access to personal information that we hold about you.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you would like to make a request for your personal information or your child's educational record then please contact the school office.

Please note we will always try to provide you with information as quickly as possible but that during school holidays, responses may be slower than usual.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to 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
- 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 our data protection officer.

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.

To make a complaint, please contact our school office or our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

Contact us If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact your Headteacher or Data Protection Officer:

- DPO is Hedda Motherwell contact via dpo.schools@staffordshire.gov.uk