Education Learning Trust Multi Academy Trust

Privacy Notice

Parents, Carers and Guardians

2026/2027

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1. Policy Statement

The Education Learning Trust is a data controller for the purpose of the UK General Data Protection Regulation (GDPR). This privacy notice explains how we collect, store and use personal data about parents, carers and guardians. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. This privacy notice explains how the Trust processes personal data and the rights available under UK data protection legislation.

2. Collection and Use of Data

We collect and use your 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 with you
- enable communication with you in matters relating to the school
- enable communication in relation to your child's health and wellbeing
- ensure the safety of individuals on school premises
- provide or obtain additional services including advice and/or support for your family
- process payments for school services and clubs
- assess the quality of our services
- carry out research
- comply with our legal and statutory obligations
- use parent/pupil apps to communicate electronically

We use data processors who are third parties who provide elements of services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the

period we instruct. When it is necessary for us to transfer your personal information outside of the UK this will only be done in accordance with the UK GDPR.

3. The Information we Process

The Information we collect, hold, share and process includes:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)
- 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
- CCTV images captured on the school grounds

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data.

This includes information about (where applicable):

- characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- family circumstances
- physical and mental health, including medical conditions
- support received, including care packages, plans and support providers

4. Automated Decision-Making

We do not use automated decision-making or profiling in relation to your personal data. Should this change, we will update this notice and inform you directly.

5. The Lawful Basis

When we collect, process or share your information, we ensure it is lawful for at least one of the following reasons:

- Article 6(1)(c) - legal obligation We are required to process parent data so that we meet the legal requirements imposed upon us.
- Article 6(e) - public interest: processing your data is necessary to perform tasks that schools are required to perform as part of their statutory function to ensure your child receives an education

Sometimes, we may also use your personal information where:

- Article 6(1) (a) – consent. You have given us consent to use your data in a particular way.
- Article 6 (d) - vital interest. It is in your or another's vital interests for your personal information to be passed to these people or services, to the extent that it is necessary to save someone's life.

Where we process special category personal data, we identify both a lawful basis under Article 6 UK GDPR and an applicable condition under Article 9 UK GDPR:

- explicit consent is given by the data subject (Article 9(2)(a)

- 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. (Article 9(2)(g))
- where the processing is necessary in order to ensure your health and safety on the school premises, including making reasonable adjustments for any disabilities you may have. (Article 9(2)(h))

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to your withdrawal.

Please contact dpo@educationlearningtrust.com should you wish to withdraw your consent for any of the above activities.

6. Collecting Parent, Carer and Guardian Information

We will obtain most of your personal data from you by way of information gathering exercises at appropriate times, such as when your child joins the school and you fill out the new registration and contact forms. We may also obtain information about you from other sources such as social services.

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK GDPR, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

7. Storing Information

How we store your information:

We hold parent data securely in line with our Records Management Policy. Data may be kept securely electronically, in locked offices/cabinets, or online etc. in line with the Trust's policies. When this information is no longer required, it will be confidentially destroyed or deleted.

For more information on our data retention schedule and how we keep your data safe please contact dpo@educationlearningtrust.com

8. Sharing Information

We routinely share your 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, in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections
- trusted partners in health
- contractors, such as electronic communication provider to enable direct and rapid communication from school to yourselves
- third party companies when arranging school trips/visitors

We will not give information about you to anyone outside this establishment without your consent unless the law permits it. We are required by law to pass some of your information to the Local Authority for monitoring, tracking and provision of appropriate services, and to the Department for Education. These organisations are then required to share some of this information with trusted partners including NHS Trusts and other Local Authorities in the case of admissions.

Appropriate data will be used by certain Local Authority services to provide the best support possibly to children and young people. There may be circumstances in which we may lawfully share personal data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

9. International Transfers

Where personal data is transferred outside the UK, the Trust will ensure that appropriate safeguards and any necessary transfer risk assessments are in place.

10. Requesting Access to your Personal Data

Under data protection legislation, parents, carers and guardians have the right to request access to information about them that we hold. To make a request for your personal information, please contact dpo@educationlearningtrust.com or alternatively you can view our Subject Access Policy.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations
- In limited circumstances, to receive personal data you have provided to us in a structured, commonly used and machine-readable format where Article 20 UK GDPR applies.

If you feel it necessary to do any of the above, you can speak with our Data Protection Officer on **0161 757 9333** or email at **DPO@educationlearningtrust.com**. The school does not have to meet all of your requests and we will let you know where we are unable to do so. Alternatively, contact the Information Commissioner's Office at https://ico.org.uk/concerns/

11. Accessibility

If you require this notice in an alternative format or language, please contact us.

12. Contact us

If you would like to discuss anything in this privacy notice, please contact: dpo@educationlearningtrust.com

13. Complaints

If you're not satisfied with the way we have handled your personal information, you have the right to make a complaint to the Information Commissioner.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: https://ico.org.uk/global/contact-us/