



Privacy Policy for Parents/Carers – own data

Document Owner	Data Protection Officer
Last updated	August 2026
Version number	5



1. Application of the notice

This notice is produced for all parents and carers setting out how the Grace Schools use their personal data.

Associated Policies and Documents

This Policy/Procedure should be read in conjunction with the following Grace Schools Policy:

Data Protection Policy

2. Introduction

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' to individuals where we are processing their personal data.

We, Grace Schools, Grace Building, 8 High Street, Ely, CB7 4JU, are the 'data controller' for the purposes of data protection law.

3. How we use your personal data

The personal data we may hold, collect, use, store, share and process, which may include 'special categories', includes but is not restricted to:

- Personal identifiers such as contact details, contact preferences
- Bank details
- CCTV images captured across the Trust/Trust's academies where it is in place
- Characteristics (such as ethnicity, languages spoken and eligibility for certain benefits)
- Family circumstances
- Physical and mental health, including medical conditions if provided



- Support received, including care packages, plans and support providers.

We may also hold data about you that we have received from other organisations, including other academies, and social services.

4. Why we collect and use this information

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the academy (such as emergency closures) and events
- Process payments for academy services and clubs
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations

Where you have given us consent to do so, we may send you marketing information by email or text, promoting academy events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting our Data Protection Officer.

5. Our lawful basis for using this data

We only collect and use your personal data where the law allows. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest
- We need to fulfil a contract we have entered into with you.



Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect an individual's vital interests (protect their life)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how to withdraw consent if you wish to do so.

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

6. Collecting this information

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

7. How we store this data

We hold data securely for the set amount of time shown in our data retention schedule. This vast bulk of this data is held on our Bromcom Pupil Management Information System.

Personal data is stored in accordance with our Records Management Policy which you can access via our website:

www.graceschools.org.uk

8. Data sharing



We do not share information about you with any third party without your 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 you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our regulator – Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, e.g. Bromcom My Child at School (MCAS) payment system, messaging system
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

We will not transfer your personal data to a country or territory outside the European Economic Area.

9. Requesting access to your personal data (and other rights)

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the data protection officer at dpo@graceschools.org.uk

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)



- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

10. The right to lodge a complaint

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 Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office using one of the following methods:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF9

11. Contact

If you would like to discuss anything in this privacy notice, please email the Data Protection Officer or write to the Data Protection Officer at:

The Data Protection Officer
Diocese of Ely Multi-Academy Trust
Grace Building
8 High Street
Ely
CB7 4JU

12. Version control

No.	Status of document/changes	Prepared by	Reviewed by	Approved by	Date of approval
1.	Baseline policy introduced				
2.	Amended for GDPR	Data Protection Officer		Standards & Ethos Committee	June 2021
3.	Updated to reflect revised DfE Guidance	Joint Data Protection Officer	Joint Data Protection Officer		August 2022
4.	Updated to bring in reference to the Bromcom MIS system.		Data Protection Officer	CEO	July 2025
5.	Rebranding from DEMAT to Grace Schools		Data Protection Officer	CEO	August 2026

This document will be reviewed every two years.

The document was reviewed in January 2024 with no changes being made.