



The Active Learning Trust
ACTIVE LEARNERS · ACTIVE LEADERS · ACTIVE CITIZENS

Privacy Notice

Prospective Pupils & Parents/Carers

To be reviewed on an annual basis by the Trust Board

History of Document

Issue No	Author	Date Reviewed	Approved by Trust Board	Comments
1	DPO	17/5/19	-	1 st issue
2	DPO	23/11/20	17/12/20	Change to registered office address, withdrawal of consent, transferring data internationally, complaints.

Overview

We are required by data protection law to give you the information in this Privacy Notice. It is important that you read the Privacy Notice carefully, together with any other similar or additional information that we might give you from time to time about how we collect and use your personal data.

When parents sign the acceptance form and their child begins at an ALT school (“the School”), they receive a copy of the School’s Parents and Carers Privacy Notice and Pupil Privacy Notice which detail how the School manages their data and the legal basis used for that processing. Before this point, the School will be in contact with a wide variety of parents, pupils and guardians and this privacy notice explains how we manage this personal data.

We may update this Privacy Notice at any time.

Data Controller

The school is an academy within the Active Learning Trust (“the Trust”), a multi academy trust with 21 academies. The Trust is a charitable company limited by guarantee (registration number 07903002) whose registered office is

Littleport and East Cambridgeshire Academy
Camel Road
Littleport
Cambridgeshire
CB6 1EW

The Trust is the Data Controller for all the academies within the Trust for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal data about you.

Our Data Protection Officer is Mrs Caroline Driver, email: dataprotection@activelearningtrust.org. As Data Protection Officer, they are responsible for informing and advising us about our data protection law obligations and monitoring our compliance with these obligations. They also act as your first point of contact if you have any questions or concerns about data protection.

The term “parent” is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the pupil, with whom the pupil lives or whether the pupil has contact with that parent), and also includes non-parents who have parental responsibility for the pupil, or with whom the pupil lives. It is therefore possible for a pupil to have several “parents” for the purposes of education law. This privacy notice also covers other members of pupils’ families who we may

process data about from time to time, including, for example, siblings, aunts and uncles and grandparents.

What is Personal Data?

Personal data means any information relating to a living individual who can be identified (directly or indirectly) in particular by reference to an identifier (e.g. name, NI number, employee number, email address, physical features). It can be factual (e.g. contact details or date of birth), an opinion about an individual's actions or behaviour, or information that may otherwise impact that individual in a personal or business capacity.

Data protection law divides personal data into two categories: ordinary personal data and special category data. Any personal data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health conditions, sexual life or sexual orientation, or biometric or genetic data that is used to identify an individual is known as special category data. (The rest is ordinary personal data).

Categories of Prospective Pupils/ Parents/Carers Personal Data we process

For the prospective pupil:

- Name
- Date of birth
- Address details
- Feeder and previous schools' information
- Information on siblings (if given)
- Medical Reports (if relevant)
- Special health/food/allergies requirements (if relevant)
- Test results
- Passport information (and visa information if requires visa)
- Guardian details (name, address, email and telephone number)
- Cctv images - if visit a school which has cctv

For the parents:

- Name
- Address, email, telephone numbers
- Occupation
- Marital status

- Details, if required, of parental responsibility
- Cctv images – if visit a school which has cctv

that you may have given us when originally enquiring about the School, at the time of registration or subsequently.

Data about prospective parents/carers and pupils will usually be collected directly from you but some data may be collected from third parties (for example previous schools).

From time to time and in certain circumstances, we might also process personal data about parents/carers, some of which might be sensitive personal data, information about criminal proceedings/convictions or information about child protection/safeguarding. This information is not routinely collected about parents/carers and is only likely to be processed by the school in specific circumstances relating to particular pupils, for example, if a child protection issue arises or if a parent/carer is involved in a criminal matter.

We collect information about parents/carers before pupils join the school and update it during pupils' time on the roll as and when new information is acquired.

Collecting Parent/Carer Personal Data

Whilst the majority of information about parents / carers provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain parent / carer information to us or if you have a choice in this. Where appropriate, we will ask parents / carers for consent to process personal data where there is no other lawful basis for processing it, for example where we wish to ask your permission to use your child's data for photographs and school trips.

Withdrawal of Consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Why we collect and use Personal Data

We collect and use parent / carer data under the following lawful bases:

- You may have given us consent to use your personal data in a certain way. You can withdraw such consent at any time (Article 6.1 (a));

- The processing is necessary for the performance of a legal obligation to which the Trust is subject, for example our legal duty to safeguard pupils (Article 6.1 (c));
- Where processing is necessary to protect the vital interests of the data subject or another person (Article 6.1 (d));
- Where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6.1 (e)).

How we store Personal Data

A significant amount of personal data is stored electronically, for example, on our database, SIMS. Some information may also be stored in hard copy format. Data stored electronically may be saved on a cloud based system which may be hosted in a different country.

Data Sharing

We routinely share parent/carer information with:

- schools that pupils attend after leaving us;

From time to time, we may also share parent/carer information other third parties including the following:

- Our local authority;
- A pupil's home local authority (if different);
- Department for Education (DfE);
- Leadership and Central teams at the Trust;
- Police and law enforcement agencies;
- NHS health professionals including the school nurse, educational psychologists,
- Education Welfare Officers;
- Courts, if ordered to do so;
- Teaching Regulation Authority;
- Prevent teams in accordance with the Prevent Duty on schools;
- Other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances;
- Our legal advisors;

- Our insurance providers

In the event that we share personal data about parents/carers with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

How long we keep your information

The Active Learning Trust has a policy which explains how long we keep information. It is called a Records Retention Policy and you can ask for a copy at reception or find it on the Trust's website.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, insurance or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer a parent/carer of a child at the school we will retain and securely destroy your personal information in accordance with our Records Retention Policy or applicable laws and regulations.

Your rights

You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in the Active Learning Trust's Data Protection Policy or you can ask the Active Learning Trust's Data Protection Officer. The Data Protection Policy

can be found on the Active Learning Trust's website or you can ask for a copy at your school's reception.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law. We currently transfer personal data outside the EEA as we store personal data on cloud systems based in the EEA that have backup systems that may sometimes be located outside the EEA.

Complaints/Concerns

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/complaint about our data processing, please raise this with our Data Protection Officer in the first instance.

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

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113 (local rate)
- Call 01625 545 745 (national rate)
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you would like to discuss anything in this privacy notice, please contact the Trust's Data Protection Officer [dataprotection@activelearningtrust.org]