



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.
3	DPO	June 2022	14/7/22	Minor amendments

Overview

This 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 & East Cambridgeshire Academy, Camel Road, Littleport, Ely, England, CB6 1EW.

Under data protection law, individuals have a right to be informed about how the Active Learning Trust (“Trust”) uses personal data that it holds about them. The Trust complies with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where it processes their personal data.

The Trust is committed to protecting the privacy of the individuals whose data it processes and to undertake all data processing in a lawful, open and transparent way.

When parents/carers 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 they manage this personal data.

Data Controller

The Trust is the Data Controller for all the academies within the Trust for the purposes of data protection law. This means that it is responsible for deciding how it holds and uses personal data.

The Trust’s Data Protection Officer is Mrs Caroline Driver, email: dataprotection@activelearningtrust.org. As Data Protection Officer, they are responsible for informing and advising the Trust about its data protection obligations and monitoring its compliance with these obligations. They also act as a parents/carers first point of contact if they 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 the Trust 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 that the Trust processes

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/carers that have been provided by prospective parents/carers when originally enquiring about the School, at the time of registration or subsequently:

- Name, address, personal email address, home and mobile phone numbers
- Emergency contact details
- Occupation
- Marital status
- Details, if required, of parental responsibility
- CCTV images – if visit a school which has CCTV

Data about prospective parents/carers and pupils will usually be collected directly from them but some data may be collected from third parties (for example previous schools). From time to time and in certain circumstances, the Trust might also process personal data about prospective parents/carers, some of more sensitive personal data.

Information about parents/carers is collected before pupils join the school and such is updated during a pupil's 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 UK General Data Protection Regulation, the Trust will inform a prospective parent/carer whether personal information should be provided or if they have a choice in this. Where appropriate, prospective parents / carers will be contacted for consent to process personal data where there is no other lawful basis for processing it.

Withdrawal of Consent

Where the Trust processes personal data with consent, an individual has the right to withdraw that consent at any time. This will be made clear when consent is requested together with how to go about withdrawing consent.

Why the Trust collects personal data

The Trust collects and uses prospective parent / carer data under the following lawful bases:

- Consent has been provided to use personal data. (Article 6.1 (a). Whilst the majority of processing of personal data will not require a prospective Parent's/Carer's consent, the Trust will inform a Parent/Carer if their consent is required and seek that consent before any processing takes place. A prospective parent/carer has the right to withdraw consent at any time. This will be made clear when requesting consent and an explanation will be provided how to go about withdrawing consent.
- To satisfy the Trust's legal obligations (Article 6.1 (c) for example
 - to raise or address concerns about safeguarding to government agencies including the police
 - to provide or obtain additional services including advice and/or support for a child's family

- To protect the vital interests of the data subject or another person. This is applicable where a person's life could be at risk and the Trust needs to share or make available information to help them. This could involve sharing serious allergy information with other employees, paramedics (or other medical professionals), or other information requested by the police or social services, to assist them in their enquiries to protect that person. (Article 6.1 (d);
- 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) for example:
 - To confirm a parent's/ carer's identity
 - To communicate matters relating to the school and Trust to a Parent/Carer
 - To safeguard a Parent/Carer, Pupils/Students and other individuals
 - To ensure the safety of individuals on the school site
 - To aid in the prevention and detection of crime on the school site

Why special category personal data is processed

Special category personal data may be processed for the following reasons:

- 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 the Trust's Data Protection Policy.
- Where the processing is necessary in order to ensure a Parent's/Carer's health and safety on the school site, including making reasonable adjustments for any disabilities that they have.
- Where explicit written consent has been provided.

Storing Personal Data

Personal Data that the Trust collects is stored in line with the Trust's Records Retention Policy. The personal information the Trust collects and stores is essential for the Trust's operational use. It only keeps personal information for as long as it needs to, and where it is necessary to comply with any legal, contractual, accounting or reporting obligations. After this period, the Trust deletes or securely destroys personally identifiable data.

A significant amount of personal data is stored electronically, for example, on the 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.

Sharing Personal Data

The Trust routinely shares parent/carer information with:

- schools that pupils attend after leaving us;

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

- A 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 a managed move is being negotiated and consent has been provided to share information in these circumstances;
- Legal advisors;
- Insurance providers

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

How long the Trust keeps Personal Data

The Trust has a policy which explains how long it keeps information. It is called a Records Retention Policy. A copy of this policy can be requested from the school.

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

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

Data Protection Rights

A prospective Parent/Carer has the following rights under the data protection laws:

- To be told how their personal information is being processed (this privacy notice)
- To request access to their personal of the information. This is known as making a 'Subject Access Request' (SAR). If a prospective parent/carer makes a subject access request, and if the Trust holds information about them, it will:
 - Provide a description of it
 - Advise why it holds and processes it, and how long it will keep it for
 - Explain where it got the personal data from
 - Advise who it has been, or will be, shared with
 - Confirm if any automated decision-making is being applied to the data, and any consequences of this
 - Provide a copy of the information in an intelligible form within a month, unless an extension is necessary on the ground of the complexity of the request
- To have personal data rectified, if it is inaccurate or incomplete
- To request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- To restrict the Trust's processing of their personal data (i.e. permitting its storage but no further processing).

- To object to processing being used for public interest or direct marketing purposes (including profiling) and processing for the purposes of scientific/historical research and statistics
- To withdraw consent to processing, although the Trust may still continue to process personal data if a lawful basis other than consent applies
- To have personal information, which a parent/carer has provided, transmitted electronically to another organisation
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect - unless a parent/carer has agreed or in other limited circumstances
- Complain if they are not happy with the way their personal data has been handled, and to escalate this to the Information Commissioner if they remain dissatisfied.

Transferring Personal Data Internationally

The Trust mainly stores data in the UK or the European Economic Area (EEA), however some of its service providers may store personal data outside these areas (usually in the USA). Where this is the case, the Trust has a contract with these service providers which ensures they process data securely and in line with UK data protection laws.

The Trust currently transfers personal data outside the EEA as it stores personal data on cloud systems based in the EEA that have backup systems that may sometimes be located outside the EEA. Some software providers (data processors) also use cloud storage located outside the EEA.

Complaints/Concerns

The Trust takes any complaints about its collection and use of personal information very seriously.

If a person considers that the Trust's collection or use of personal information is unfair, misleading or inappropriate, or have any other concern/complaint about the Trust's data processing, they can raise this with the Trust's Data Protection Officer in the first instance.

Alternatively, a prospective Parent/Carer 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]