



omega  
MULTI-ACADEMY TRUST

# Privacy Notice for Parents and Carers

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## 1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school, and the multi-academy trust (MAT) we are part of, 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 pupils at our Trust.

Omega Multi-Academy Trust, Lingley Green Avenue, Great Sankey, Warrington, WA5 3ZJ, is the 'data controller' for the purposes of UK data protection law.

Our designated Data Protection Officer can be contacted by email via [dpo@omegamat.co.uk](mailto:dpo@omegamat.co.uk)

## 2. The Personal Data We Hold

We hold personal data about pupils at our school to support teaching and learning, to provide pastoral care and to assess how the school is performing.

Personal data that we may collect, use, store and share (when appropriate) about your child includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion information
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Information about their use of our information and communication systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about pupils that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any medical conditions we need to be aware of, including physical and mental health
- Photographs and CCTV images captured in school
- Information about characteristics, such as ethnic background or special educational needs.

## 3. Why do we collect and use this information?

We collect and use the data listed above to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care

- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Administer school property
- Comply with the law regarding data sharing
- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

We will only use your child's personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use your child's personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

Please note that we may process your child's personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

### **Use of your child's personal data for marketing purposes**

Where parents or carers have given us consent to do so, we may send pupils marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to them.

Parents or carers may withdraw consent or 'opt out' of receiving these emails and/or texts at any time.

### **Use of your child's personal data in automated decision-making and profiling**

We do not currently process any pupils' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices to explain the processing to you, including your right to object to it.

### **Use of your child's personal data for filtering and monitoring purposes**

While your child is in our school, we may monitor their use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)
- Protect your child's welfare

## **4. Our lawful basis for using this data.**

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing your child's information are:

- We need to comply with the law

- We need to use it to carry out a task in the public interest (in order to provide your child with an education)
- Where sharing your child's data is necessary to protect your child's vital interests (e.g. a medical emergency)

Sometimes, we may also use personal information where:

- Pupils or parents have given us permission to use it in a certain way
- We need to protect pupils' interests

### **Our basis for using special category data**

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your child's personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

## **5. Collecting this data**

We will only collect and use your child's information when the law allows us to (as detailed above in section 4 of this notice).

While the majority of information we collect about your child 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.

Most of the data we hold about your child will come from you, but we may also hold data about your child from:

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals
- Other schools or trusts
- Department for Education

## **6. How we store this data**

We keep personal information about your child while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations or to meet our regulatory requirements.

The Trust follows the Information Commissioner's guidance on retention of documents, including the Information and Records Management Society's Retention Guidelines for Schools.

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

We will dispose of your child's personal data securely when we no longer have a legal requirement to retain it.

## **7. Who we share data with.**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Information is routinely shared with:

- The local authority, to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions.
- The Department for Education.
- The school that a pupil may transfer to
- The pupils family

Where it is legally required or necessary (and it complies with UK data protection law), we may share personal information about pupils with:

- Educators and examining bodies
- Ofsted
- Suppliers and service providers
- Youth Service providers
- Financial organisations
- 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

### **Sharing data with the Department for Education (DfE)**

The Department for Education (a government department) collects personal data from schools and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority, via various statutory data collections.

The data is transferred securely and held by the Department for Education under a combination of software and hardware controls that meet the current government security policy framework.

The data we share with the DfE is used for a number of purposes, including to:

- Inform funding
- Monitor education policy and school accountability
- Support research

The information shared with the DfE could include:

- Your child's name and address
- Unique pupil numbers
- Pupil matching reference numbers
- Gender or ethnicity
- Details of any special educational needs (SEN)
- Details of schools attended
- Absence and exclusion information
- Information relating to exam results
- Information relating to any contact with children's services
- What they did after they finished school

### **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.

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 school performance to inform 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.

To find out more about the NPD go to [National Pupil Database \(NPD\): privacy notice - GOV.UK](#)

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

For more information, see the Department for Education's webpage on how it collects and shares research data. [Research at DfE - Department for Education - GOV.UK](#)

You can also contact the [Department for Education - GOV.UK](#) with any further questions about the NPD.

## **8. Parents and carers rights**

### **How to access personal information that we hold about your child**

You have a right to make a 'subject access request' to gain access to personal information that we hold about your child.

If you make a subject access request, and if we do hold information about your child, we will (subject to any exemptions that apply):

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for.
- Explain where we got it from, if not from you.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

You may also have the right for your child's personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us

### **Other rights regarding your child's data**

Under UK data protection law, you have certain rights regarding how your child's personal data is used and kept safe. For example, you have the right to:

- Object to our use of your child's personal data.
- Prevent your child's data being used to send direct marketing.
- Object to and challenge the use of your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected.
- In certain circumstances, have the personal data we hold about your child deleted or destroyed, or restrict its processing.
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your child's personal data for a specific purpose.

To exercise any of these rights, please contact us.

## **9. 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 concerns about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint at any time 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

## **10. Contact us**

The Trust has appointed an external advisory service.

### **Head Office:**

The DPO Centre  
50 Liverpool Street  
London  
EC2M 7PR

### **Regional Office:**

The DPO Centre  
Suffolk Enterprise Centre  
Felaw Street  
Ipswich  
IP2 8SQ

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our data protection officer (DPO).at: [dpo@omegamat.co.uk](mailto:dpo@omegamat.co.uk)