



Privacy Notice for Parents and Carers – use of your personal data

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Owner:	Trust GDPR, Governance and Compliance Lead

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All policies and procedures are available from Oxlip Learning Partnership (the Trust) School Offices, along with the Privacy Notices and Record Retention Policy, which provide specific details in accordance with the GDPR principles.

1. Introduction

Under UK data protection law, individuals have a right to be informed about how our Trust 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 **parents and carers of pupils in our schools**.

Our Trust, Oxlip Learning Partnership, Copleston High School, Copleston Road, Ipswich, IP14 5HD, tel: 01473 277243 / 01449 742422, is the 'data controller' for the purposes of UK data protection law.

Our data protection officer is:

- Schools' Choice data.protection@schoolschoice.org Schools Choice, 2 Friars Bridge Road, Ipswich, Suffolk, IP1 1RR. Tel: **0300 123 1420 option 5**

For further contact details, please see section 10 'Contact us'.

2. The personal data we hold

Personal data is information that we hold about you and which identifies you. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences (such as your name, address, email address and telephone numbers) to be able to contact you for general information or in the event of an emergency
- Details of other family members
- Information about you from your child's previous school/s, for example report and references
- Bank details
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made
- Information about your 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 you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of
- Photographs and CCTV images which are captured within the school grounds

We may also hold data about you that we have received from other organisations, including other schools and local authorities.

When logged into the school or Trust IT system or using the internet, all key-strokes are monitored by the filtering and monitoring system. This is to ensure the online safety of our whole school community.

3. Why we use this data

The main reasons that the School uses your personal data are to assess your application for your child's place at the school, to provide your child with an education and to be able to care for our pupils.

We use the data listed above to:

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

- j) 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 personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

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

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school 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 us (please see section 10 'Contact us').

3.2 Use of your personal data in automated decision making and profiling

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

3.3 Use of your personal data for filtering and monitoring purposes

While you're in any of our Trust schools, we may monitor your 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. safeguarding and child protection policy, Acceptable use of ICT 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

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- For the purposes of a), b), d), e), f), g) and i) from section 3 above, in accordance with the 'public task' basis – collecting the data is necessary to perform tasks that we are required to carry out as part of our statutory function
- For the purposes of a), e) and f) from section 3 above, in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law as set out here:
 - The Education (Pupil Information) (England) Regulations 2005
 - Keeping Children Safe in Education – statutory guidance for schools and colleges
 - The Schools Admissions Code
- For the purposes of b), c) and h) from section 3 above, in accordance with the 'consent' basis – we will obtain consent from you to use your personal data
- For the purposes of c) from section 3 above, in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us

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 you would go about withdrawing consent if you wish to do so. Please note that there are some circumstances where the school will not be able to accept your request for consent withdrawal as we may be relying on another justification for processing your data.

4.1 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 data protection law:

- We have obtained your explicit consent to use your 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 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

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your 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, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

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

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

- Local authorities
- Government departments or agencies
- Your children
- Police forces, courts, tribunals
- Other schools and Trusts

6. How we store this data

We keep personal information about you while your child is attending one of our schools. We may also keep it beyond their attendance at our school if this is necessary. Our record retention schedule sets out how long we keep information about parents and carers.

A copy of our record retention schedule is available on the Trust website: www.oxlip.uk

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

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

7. Who has access to your data and who we share data with

The majority of your personal data collected will remain with the School and only be used by the people who need to know the information, particularly for prospective parents and medial and pastoral information. We do not share information about you with any third party without consent unless the law and our policies

allow us to do so, the school will only share information we have a good reason to do so and we are assured the data will be kept securely

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

- Our local authority, Suffolk County Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Department for Education
- Our regulator, Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as Management Information Systems (e.g. Arbor, Go4Schools, Parentmail)
- 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

7.1 Transferring data internationally

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your rights

8.1 How to access personal information that we hold about you

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

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may 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 personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (please see section 10 'Contact us').

8.2 Your other rights regarding your data

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

- Object to our use of your personal data where it is likely to cause, or is causing damage or distress
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your 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 or blocked

- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

See information on types of lawful basis in section 4 of this privacy notice.

To exercise any of these rights, please contact us (see 'Contact us' below).

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 concern about our data processing, please raise this with us in the first instance. You can make a complaint to us at any time by contacting your school (please see section 10) or the Trust GDPR Lead, Sarah Stringer on mail@oxlip.uk

Alternatively, you can make a complaint 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

Our data protection officer is:

- Schools' Choice, data.protection@schoolschoice.org

However, our **data protection leads** have day-to-day responsibility for data protection issues in our Trust and schools.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

The Trust	Sarah Stringer	mail@oxlip.uk
Bacton Primary School	Donna Simonds	admin@bactonschool.org.uk
Britannia Primary School	Rachael Gough	office@britannia.suffolk.sch.uk
Cedars Park Primary School	Rachael Chapman	admin@cedarspark.suffolk.sch.uk
Copleston High School	Niki Austen	mail@copleston.suffolk.sch.uk
Mendlesham Primary School	Donna Simonds	admin@mendleshamschool.org.uk
Rose Hill Primary School	Georgie Bright	mail@rosehillprimary.net
Stowupland High School	Magda Coppen	enquiries@stowuplandhighschool.co.uk