

PAT PRIVACY NOTICE – PARENTS, CARERS AND PUPILS

November 2024

*Together, creating opportunity
and aspiration for every child*



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1. Introduction

Under data protection law, individuals have a right to be informed about how the Trust and schools use any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notice') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils, parents and carers.

The Priestley Academy Trust is the 'data controller' for the purpose of data protection law. The DPO service is provided by Fusion HR.

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils, parents and carers 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
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs, child protection information
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including the care package, plans and support providers
- Photographs
- CCTV images captured in school
- Emergency contact details for parents and carers

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities, and the Department for Education.

We also hold parent/carer information such as name, contact details (email, phone number, address).

3. Why we use this data

We collect this data in accordance with requirements set out in certain laws/regulations including but not limited to:

- The Education Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Keeping Children Safe in education (KCSIE) guidance

We use this data to:

- Support pupil learning
- Monitor and report pupil progress

- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- To be able to contact you in the event of an emergency

4. Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

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

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use parent, carer or pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

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

5. Collecting this information

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

We regularly request updated information from parents/carers.

6. How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Data Retention Policy sets out how long we keep information about pupils, parents and carers. This is available on via our website.

7. Data sharing

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

8. Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

We are required to share information about pupils with the DfE either directly or via the Local Authority for the purpose of data collections, under: section 3 of the Education (Information about Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

In some circumstances, the school may also share data with:

- Educators and examining board
- Our regulator (Ofsted)
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Surveys and research organisations
- Health authorities (NHS)
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

We may also share data with the other professionals/contractors if a pupil has signed up to a club or event (e.g. musical instrument tutor).

9. Transferring data internally

Where we transfer personal data to a country or territory outside of the United Kingdom, we will do so in accordance with data protection law.

10. Parents, carers, and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the schools within the Trust hold about them.

Parents/carers can make a request with respect to their child's data where the pupil is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the pupil has provided consent. Parents/carers also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- 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 or your child
- 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact the school office.

11. Other rights

Under data protection law, individuals have certain rights regarding how their personal data is issued and kept safe, including the right to:

- Object to the use of personal data if it would cause, or causing damage or distress
- Prevent is being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the school office.

12. Data retention/Destruction

The data will not be held for longer than is necessary and will be disposed of safely when it is no longer required.

13. 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.

To make a complaint, please contact the school office – in accordance with our Concerns and Complaints Policy.

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
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

14. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our DPO service provider, Fusion HR.