

## PRIVACY NOTICE FOR PARENTS / CARERS

### How we use parent/carer information – Saracens Multi-Academy Trust

#### The categories of parent/carer information that we collect, hold and share include:

- Personal information incl. contact details (such as name, address, date of birth, identification documents)
- Personal information about a parent/carer's relatives (such as name, contact details, relationship to child)
- Contact preferences and details
- Safeguarding referrals and paperwork
- 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
- Details of any medical conditions, including physical and mental health
- Attendance information
- Details of any support received, including care packages, plans and support providers
- Data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education (DfE)
- Disability and access requirements
- CCTV, access control video/systems and still photography, for safeguarding.

#### Why we collect and use this information:

- to provide appropriate medical care
- for communication
- to comply with safeguarding regulations
- to support pupil learning
- to report and monitor pupil progress
- to provide pastoral care
- to ensure and protect pupil welfare
- to assess our services and their quality
- to administer admissions
- for the management of school trips
- to comply with the law regarding data sharing
- to facilitate voluntary parent/carer donations to the school.

#### The lawful basis on which we process this information:

We only collect and use parent/carer 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 parent/carer personal data in situations where:

- We need to protect the individual's interests.

We collect and use parent/carer information under:

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- The Special Educational Needs and Disability Regulations 2014
- Census Workforce Education Act 1996
- Article 6, and Article 9 (UK GDPR)
- Article 23 UK GDPR (Restrictions prevention, investigation and detection of crime)
- Data Protection Act 2018 Schedule 1 paragraph 18 (Individuals at risk)
- Data Protection Act 2018 Schedule 1 paragraph 8 (Equality of opportunity).

The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

#### **Collecting parent/ carer information:**

Whilst the majority of parent/carers information you provide to us is mandatory, some is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain parent/carers information to us or if you have a choice in this.

#### **Storing parent/ carer data:**

We keep personal information about parents and carers of 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. We keep information about parents and carers of pupils in accordance with the Trust's Data Retention Policy.

For further information please contact [gdpr@saracensmat.org](mailto:gdpr@saracensmat.org)

#### **Who we share parent/ carer information with:**

- Schools that the pupils attend after leaving us
- NHS (including CAMHS, Social Care, therapy providers and organisations)
- The Local Authority (Barnet Council) and where relevant other councils
- Barnet Education & Learning Service (BELS)
- Police, courts and tribunals
- Consultants, professional advisers and bodies
- Examining bodies
- Insurance providers
- The pupil's family and representatives
- MIS Arbor
- Online learning resources (Google classroom etc)
- Financial organisations
- Student assessment companies
- Evolve
- InVentry
- Medical Tracker
- PiXL Edge
- The public (on the SMAT and school websites)

- Satchel One
- School Booking
- Tes Parents' Meetings (SchoolCloud)
- IT provider - ICT Team
- Online file and organisational management (GovernorHub, shared website area, Google drive and or Office 365)
- Photography companies
- Research companies
- Sophos
- Filtering and monitoring - SmoothWall
- Safeguarding system (CPOMS)
- WONDE (populated from Arbor)
- Free school meal voucher system - Evouchers.com
- Auditors
- Zoom and MS Teams, etc
- Suppliers and service providers - to enable them to provide the service we have contracted them for
- Other companies/people/organisations in reasonable circumstances.

#### Why we share parent/carer information:

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

We do share information on request with the **Police National Security, Defence, Public Security**, for the prevention, investigation and detection of crime (Article 23 UK GDPR).

#### Transferring data internationally:

If we transfer personal data to a country outside the UK, we will do so in accordance with data protection law.

#### Requesting access to your personal data:

Under data protection legislation, parents/carers and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact [gdpr@saracensmat.org](mailto:gdpr@saracensmat.org)

You also have the right:

- to have your 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 our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you have a concern or a complaint about the way we are collecting or using your personal data, we request that you raise your concern or complaint with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Contact:**

If you would like to discuss anything in this privacy notice, please contact:

David Powell

[dpo@sapphireskies.co.uk](mailto:dpo@sapphireskies.co.uk)