



## Parents/Carers Privacy Notice

# Privacy Notice for Parents/Carers of pupils attending a school within the Greater Manchester Education Trust

### Introduction

Our School is part of the Greater Manchester Education Trust.

As your child attends, or has a place at, one of our schools, it is important that you understand what information we hold about you and your child and what we use this information for. Information that we hold in relation to you (or your child) is known as “personal data”. Anything that we do with your personal data is known as “processing”.

This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. Whilst we hold your data we take care to make sure that it is processed according to UK law. We also need to continue to hold some of your data even after you have left the school.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

The Trust is the Data Controller for the personal data that we process about you, this means that we are responsible for and make decisions on how your data is processed.

### **Why are we giving this document to you?**

We need to store and use information about you and your child(ren). We do this for several reasons. This document tells you what information we use about you and why we use it.

It is important that personal data is kept safe. In this document we explain below how the school keeps your information and the information about your child(ren) safe.

This document sets out what personal data we will receive and hold about you and your child, whilst they attend one of the schools in our Trust. It explains why we process that data, who we share this information with, and your rights in relation to your personal data processed by us. We also explain below how the school keeps your information safe.

*Please note that your child is given a similar document outlining their data privacy and their rights at the start of Year 9. At this point, they will assume primary control over their own data (including subject access requests) unless there is a reason why they would not be able to make informed choices.*

If you want to know anything about the information that we keep, contact details can be found at the end of this document.



## Parents/Carers Privacy Notice

### What information do we hold about you and your child?

We will collect, hold, share, and otherwise use information about you and your child as set out below:

#### The categories of data we hold about you:

- **Personal data** such as name, postal address, telephone number and email address
- **Family/Home information** such as whether you have parental responsibility, your specific relationship to the child and any court orders regarding guardianship

We may also hold some information about you which is called “special category personal data” and we take extra care to make sure that this is kept safe:

- **Personal sensitive data** such as gender, ethnicity, language spoken and whether or not you require a translator
- **Any private information** you choose to disclose to us such as health information or family circumstances

#### The categories of data we hold about your child:

- **Personal data** such as name, unique student number, photograph, postal address, telephone number and school email address
- **School History information** such as grades, previous attendance and the reason for leaving
- **Attendance information** such as attendance marks, reasons for absence, late marks and holiday codes
- **Behaviour information** such as rewards, behaviour incidents and suspensions from school
- **Academic information** such as KS2 grades, target grades, test scores and exam results

We also hold some information about your child which is called “special category personal data” and we take extra care to make sure that this is kept safe. This includes:

- **Personal sensitive data** such as gender, ethnicity, biometric data and religion
- **Medical/health information** such as doctors’ information, allergies, asthma medication or first aid incidents
- **Special educational needs and disability information** such as a description of any special learning needs, professional involvement and strategies to support their learning
- **Safeguarding information** such as professional involvement, court orders and descriptions of incidents
- **Any private information** that you or your child(ren) disclose to us such as sexual life or sexual orientation



## **Parents/Carers Privacy Notice**

### **Where do we get the information from and why do we collect it?**

We get this information from a range of sources including:

- The information you supply to us on the admission of your child
- Your child
- Their previous school(s)
- Teachers and other staff
- People from other organisations such as doctors or the local authority

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care including any educational, health or social needs they may have
- to assess the quality of our services
- to keep everyone at the school safe and secure
- to meet the statutory duties placed upon us by the Department for Education (DfE)

### **What is the lawful basis for processing this information?**

We only hold the data that we are allowed to hold by law.

When we process your data usually this is because:

- we need to comply with a legal requirement e.g. DfE data returns
- we need to perform an official task in the public interest e.g. the education of your child

Occasionally we will need to process it where:

- we have obtained consent from yourself or your child (if they are over the age of 13 and are able to make informed consent) e.g. via a consent form
- we need to protect the vital interests of an individual (or the vital interests of another person) e.g. disclosing contact details in the event of an accident

In addition to the above, where we are also processing special category data this is usually because:

- we need to perform an official task with substantial public interest e.g. reporting safeguarding concerns
- we have obtained explicit consent to do this e.g. consent to store biometric data

### **How long will we hold your information?**

We will hold information relating to you and your child only for as long as necessary. How long we need to hold on to any information will depend on the type of information but once your child had been admitted on roll, we are legally required to keep some information until your child reaches the age of 25, even if they leave before the end of a Key Stage.

At the end of the school year where your child reaches the age of 25 all records are destroyed.



## **Parents/Carers Privacy Notice**

If your child is/was on a waiting list but does not join our school, we will destroy any information we hold about you within 3 months.

### **Who will we share information with?**

We do not share information about you or our students with anyone without consent unless the law and our policies allow us to do so. When requested, we may share information about you or your child with:

- another school or college that your child attends after leaving us
- our local authority
- youth support services (students aged 13+)
- the Department for Education (DfE) and/or Education & Skills Funding Agency (ESFA) as required by the law
- Exam boards
- Health practitioners and authorities such as the NHS (e.g. Manchester University Hospitals NHS Foundation Trust), CAMHS, the school nurse
- Youth support services such as careers advisers and post-16 education and training providers
- Partner organisations providing a service such as the MU Foundation or City Year mentoring projects
- Systems to allow you and/or your child to interact with school information such as: Edulink One for home/school communication, Evolve for trips information and permissions, Parent Pay to allow you to create an account to pay for lunches and/or trips, and School Cloud to enable you to make bookings at Parents' Evenings.
- We may share minimal data with some software services or partner organisations who we work with to provide support and services. Some examples include: Educake or Seneca Learning for homework tracking.

In each case we try to limit the data shared to the minimum required and always check that organisations keep their data secure before we allow any data to be shared.

The full list of all our software services and partner organisations can be found here

<https://gmetrust.org/legal/privacy>

We do not routinely share your data outside of the United Kingdom; if a situation arises in which we must transfer your data abroad, we will do so in accordance with the UK-GDPR.

### **How do we keep this information safe?**

It is very important that only people who need to use your information can see it. The school keeps your information safe by putting in place procedures and technologies to make sure all information about you and your child is safe, from when we collect it to when we destroy it.

#### **Security procedures include:**

- Entry controls for the site and buildings. All staff wear photo-ID on school or Trust lanyards. All authorised DBS-checked visitors wear photo-ID on orange school lanyards. Visitors/contractors wear photo-ID on red lanyards. Our door locks are programmed to only respond to the id cards of staff



## **Parents/Carers Privacy Notice**

- Secure lockable desks and cupboards. Desks, filing cabinets and cupboards should be kept locked if they hold confidential information of any kind.
- Information about yourself and your child(ren) is kept on secure systems e.g. SIMS which requires a personal log-in and password. Most staff can only see very limited information about you and your child(ren) and we review this access regularly
- When we work with partner organisations we share as little data as possible to access their services, often no more than your child's name and email address.
- We provide training to our staff and students on the importance of keeping data secure.

### **Your rights in relation to your information**

You can ask to see the information we hold about you or your child. This is called a Subject Access Request.

If you wish to do this, you should contact the headteachers PA in the first instance. (Contact details are on the school website)

You also have the right to:

- Object to what we are doing with your information (but remember that some of the things that we do have to be done by law)
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Make a claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with the headteacher's PA who will arrange a meeting with you. The school does not have to meet all of your requests but we will let you know where we are unable to do so.

### **Further questions or Concerns:**

If you are concerned about how we are using your personal data then you can arrange to speak to somebody in school about it. Please contact the headteachers PA who will arrange an appointment with the school business manager or the Trust Data Controller: Mrs C Wragg ([cwragg@gmetrust.org](mailto:cwragg@gmetrust.org))

If the matter is not resolved in school, if necessary you can contact our Data Protection Officer: Danielle Eadie, Data Protection Consultant, RADCaT Ltd, Registered Office: 6 Seven Stars Road, Wigan, WN3 5AT. Email: [danielle.eadie@radcat.co.uk](mailto:danielle.eadie@radcat.co.uk)

If there are still concerns, you can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.