



## **Bede's Trust Privacy Notice for parents or guardians of children at or applying to join the Trust**

- I. This notice deals with two sources of data: that obtained directly from you and that obtained from others or elsewhere.
- II. This privacy notice should be read in conjunction with the 'Overview Privacy Notice' and the introductory paragraphs of the 'Privacy Notices' section on the Trust's website.
- III. This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly and will thereafter be available on the Trust website.
- IV. Data will be processed for the purposes of responding to requests for information about joining the Bede's Trust and the Trust will therefore have a "legitimate interest" for processing basic personal data and sensitive personal data. The data the Trust holds will be the minimum it requires to form and maintain the contract between you and the Trust.
- V. The Trust will share your data where relevant with the following companies who have contracts with the Trust and who have equalled the Trust's precautions and systems for dealing with data, these are:
  - a) Holroyd Howe, Trust caterers
  - b) Gillman and Soame, Trust photographers
  - c) Quintin Medical Centre, Trust Health care service provider
  - d) MyConcern, Trust's Pastoral system
  - e) Microsoft, iSAMS, PASS, The Parent Portal, Trust IT software providers
  - f) AS Tracking, unifrog (for UCAS data)
  - g) Shopify, Trust Shop
  - h) Marsh, the Trust's Fees Refund Scheme
  - i) Raisers Edge by Blackbaud
- VI. It is not necessary for data to be shared with other countries. The exception to this will be international trips that the Trust organises, should this be envisaged for your child, you will be contacted for your consent, the consent will be limited in time and content if it be required.
- VII. The retention period for pupil data will be until the pupil reaches the age of 25, [and/or be modified by any other legal obligation the Trust finds itself under], for further details on the Trust's retention policies please refer to the Trust Retention of Records Policy available on both Mybedes and the Trust website.
- VIII. You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.
- IX. You can complain at any time about how the Trust has handled your data. The Information Commissioner is available through the ICO helpline at 0303 123 1113. It should be noted that the ICO recommends that steps are taken to resolve the matter directly with the Trust prior to involving the regulator, please refer to the Trust's Overview Privacy Notice for further details.
- X. We will obtain the data the Trust requires from you, should we need data from other sources we will contact you first.

- XI. We see the provision of personal data as necessary to properly admit your child to the Trust and to administer, and for the Trust to fulfil its obligations under the contract once your child is a pupil here.
- XII. There is no automated decision making or profiling involved in this data stream into and through the Trust.

**Author:** Data Compliance Manager

**Owned by:** Data Compliance Manager

**Authorised by:** Bursar

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