# Privacy Notice for Parents or Guardians of Children At or Applying to Join the Trust

| | |
|---|---|
| Author / Role | Data Compliance and Development Manager |
| Date Published | March 2023 |
| Approving Body | Bursar/COO |
| Regulatory References | |
| Date of Review | March 2024 |

| |
|---|
| Equality, Diversity and Inclusion Check for new/updated Policy completed by (committee/date): Bursar, February 2023 |

**Documentation Distribution**

*Please delete as applicable*

| | |
|---|---|
| All staff / volunteers | **N** |
| Governing Body | **N** |
| Parents on request | **Y** |
| Published on School website | **Y** |
| ISI requirement to be available on request | **N** |
| ISI requirement to be on School website | **N** |
| Parent Portal | **Y** |
| Staff Hub | **N** |
| ISI Portal | **N** |
| Limited Internal Use Only (state recipients) | |

***This policy is considered a 'live' document and will be updated as statutory guidance is released***

**Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

## Vision, Mission and Values

**Our Vision**
Where every child finds joy in their pursuit of brilliance

**Our Mission**
We continue to craft a more joyful education.

- Cultivating a vibrant learning experience, motivating us to pursue our individual best.
- Providing a festival of opportunity, enabling us to discover new passions and develop new talents.
- Building a kind-hearted community, inspiring us to enhance the lives of others.

**Our Values**
**Be Compassionate**
Because a caring community fosters belonging.
We expect our community to show kindness to people of all ages, genders and ethnicities, maintaining campuses where every person feels joyful and energised.
**Be Courageous**
Because fortune favours the brave.
We challenge our community to stand up for what is right, providing them with a safe environment where they can take bold action in pursuit of brilliance.
**Be Curious**
Because wisdom can be found off the beaten track.
We encourage our community to discover unlikely passions and hidden niches, releasing them into a wealth of opportunities inside and outside the classroom.
**Be Conscientious**
Because dedication is a spearhead of success.
We ask our community to throw themselves wholeheartedly into every endeavour, taking responsibility for their journey and inspiring others to do the same.

## Policy Principles/Aims:

This notice deals with two sources of data, that obtained directly from you and that obtained from others or elsewhere.

## Statutory Guidance:

## Associated Trust Policies:

Overview Privacy Notice

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, Google, iSAMS, PASS, CIPHR, 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.