



## Privacy Notice for parents/carers September 2023

### 1. Introduction

Under UK data protection law, individuals have a right to be informed about how an academy/the trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **parents/carers of pupils and students in our academies.**

The trust, **University of Brighton Academies Trust, The Burgess Hill Academy, Station Road, Burgess Hill, West Sussex, RH15 9EA tel: 01273 082005**, is the 'data controller' for the purposes of UK data protection law.

Our data protection officer is **Kathryn Smith**, Director of Governance and Admissions.

### 2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal identifiers and contacts (such as name, address, email addresses and telephone numbers)
- Bank details
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made
- Information about any health conditions you have that we need to be aware of
- Photographs and CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools, social services, the police or other external bodies.

### 3. Why we use this data

We collect and use the information above for the following purposes:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the academy (such as emergency closures) and events
- Process payments for academy services and clubs

- Provide appropriate pastoral care
- Protect student welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations

#### **4. Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

#### **5. Use of your personal data in automated decision-making and profiling**

We do not currently process any parents' or carers' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

#### **6. Our lawful basis for using this data**

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing parents' and carers' data are:

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

In addition, concerning any special category data, we rely on the following bases for processing student information:

- We have your explicit consent
- When required for reasons of substantial public interest
- When required to ensure health and safety on the academy site

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

#### **7. Our basis for using special category data**

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have got your explicit consent to use your information in a certain way

- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you are physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it is used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it is used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have got your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you are physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

## **12. Collecting this data**

We collect information about parents and carers via a range of sources - including, but not limited to, Common Transfer Files from a previous school, registration forms, data collection forms completed by parents/carers and other sources.

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

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities and other schools
- Government departments or agencies
- Your children
- Police forces, courts or tribunals

### **13. How we store this data**

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school, if this is necessary. Our Trust [retention policy and schedule](#) sets out how long we keep information about parents and carers, which is available online from the trust website (see 'Contact us' below).

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

### **14. Who we share data with**

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our auditors - to demonstrate that we have taken appropriate action in providing your child's education
- Health authorities - to comply with our legal and statutory obligations with investigations and to support legal entitlements
- Security organisations - with regard to legal or safeguarding investigations and to assist in crime prevention, detection and prevention of fraud
- Health and social welfare organisations - to enable us to comply with our duty of care and statutory safeguarding duties for your child's wellbeing
- Professional advisers and consultants - to comply with entitlements and assist with claims
- Police forces, courts, tribunals - in order to uphold law and order
- Schools that the students attend after leaving us - in order to provide the necessary information so that they can keep your child safe
- Our local authority - to meet our legal duties to share certain information with it, such as safeguarding concerns and information about exclusions
- The Department for Education (a government department) - to meet statutory obligations to provide them with information, especially with regard to data returns such as census
- The student's family and representatives - in case of emergencies such as a health matter and as necessary in the performance of our education function
- Educators and examining bodies - as necessary in the performance of our education function
- Our regulator, Ofsted - to enable it to evaluate the education we provide, which is in the public interest
- Suppliers and service providers - so that they can provide the services we have contracted them for
- Financial organisations - so that they can provide the services we have contracted them for

- Professional bodies - to verify information for legal purposes

## **15. Transferring data internationally**

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## **16. Your rights**

### **How to access personal information we hold about you**

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- 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
- 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

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please complete the Subject Access Request section on the Trust's [website](#) or please contact us (see 'Contact us' below).

## **17. Your other rights regarding your data**

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office

- Claim compensation for damages caused by a breach of the data protection regulations  
To exercise any of these rights, please contact us (see 'Contact us' below).

## 18. 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.

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/make-a-complaint/>

Call 0303 123 1113

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

## 19. Contact us

Our data protection officer is **Kathryn Smith**, Director of Governance and Admissions

However, our trust has a data protection manager who has day-to-day responsibility for data protection issues in the Trust.

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact them: Data Protection Manager, [privacy@brightonacademiestrust.org.uk](mailto:privacy@brightonacademiestrust.org.uk)