Hope SENTAMU LEARNING TRUST

UK GDPR PRIVACY NOTICE - PARENTS/CARERS

THIS NOTICE APPLIES TO ALL HOPE SENTAMU LEARNING TRUST SCHOOLS/ACADEMIES

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.

1. Which data is collected?

The personal data the Trust and/or school/academy will collect from parents/carers includes the following:

- Personal information (e.g. name, telephone number, email address, home address and contact details) *
- Special categories of data including characteristics information (e.g. gender, age, ethnicity)
- Payment information
- Eligibility for Free school meals information

* It is the responsibility of the parent/carer to inform the school/academy/Trust immediately of any changes in personal information to ensure their child's file is updated.

2. Why we collect and use this information

HSLT has the legal requirement to collect and process personal data relating to parents/carers of children attending the schools/academies. We process personal data in order to meet the safeguarding requirements set out in UK Education and childcare law, including those in relation to the following:

- Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 Financial Regulations
- Statutory School Census information - Section 537A of the Education Act 1996
- Education Act 2005 (Sections 113 and 114)
- Academy Funding Agreement
- Academy's legal framework
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

3. Collecting this information

Whilst the majority of information you provide to us is mandatory and provided on admission, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

4. Data Retention Policy

How long is your data retained for?

Parent/carers' personal data is retained in line with guidelines listed in Section 2, and according to the **HSLT Data Retention Schedule** which can be found at **Appendix A** in the **HSLT Data Protection (UK GDPR) Policy.**

Data will only be retained for as long as is necessary to fulfil the purposes for which it was collected and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please download the **HSLT Data Protection (UK GDPR) Policy**.

5. Who we share this information with

We do not share information about parents/carers with any third party without consent **unless** the law requires us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about parents/carers with:

- The local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator, e.g. Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Auditors - internal and external
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

6. Parent/Carer rights

What are your rights?

Under UK GDPR Data Subjects have specific rights regarding the processing of their data.

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

Some of these are new rights whilst others build on your existing rights. This means:

- you can ask what information we hold about you and
- request copies (known as a 'Subject Access Request');
- if information is incorrect you can ask us to correct it;
- you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;
- our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy;

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

How can you find out more information?

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, https://hslt.academy, the Gov.UK website, or download our **HSLT Data Protection (UK GDPR) Policy** and **HSLT Data Retention Schedule**.

7. Further information

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

Wendy Munro, Data Protection Officer
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email: dpo@hslt.academy