

TITLE: ALET Parent or Guardian Privacy Policy	REF: GOV005.2	VERSION: 2
APPROVAL BODY: Policy Committee	DATE: 01/02/2022	REVIEW DATE: 01/02/2023
LEAD PERSON: Data Protection Officer		
VERSION	REVIEWER/APPROVAL	REVIEW NOTES
1.		New Policy
2.	Policy Committee/DP Committee	Full Review

ALET PARENT OR GUARDIAN PRIVACY POLICY

1. Introduction

Under data protection laws, individuals have a right to be informed about how our 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 or guardians of pupils at our schools**.

We, Activate Learning Education Trust, Oxpens Road, Oxford OX1 1SA 01865 551025, are the 'data controller' for the purposes of data protection law as defined by the UK General Data Protection Regulation and Data Protection Act 2018.

Our data protection officer is Heledd Walker, Head of Governance and Compliance (see 'Contact us' below).

2. The personal data we hold

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

- Personal information (e.g., name, contact details, address, relationship to pupil)
- Contact History (e.g., correspondence, records of meetings)
- Contact Preferences (e.g. consent to marketing information)
- Financial Information (e.g., payment details for trips)

3. Why we use this data

We use the data listed above to:

- a) Keep you informed you about the progress of your child;
- b) Support pupils' learning;
- c) Contact you in the event of an emergency;
- d) Comply with the law regarding data sharing;
- e) Comply with the legal obligations around the health, safety and wellbeing of our pupils;
- f) Assess and improve the quality of our teaching;
- g) Provide you with appropriate marketing materials relating to our school, if you have opted in to receive marketing material.

3.1 Use of your personal data in automated decision making and profiling

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

4. Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- Public task basis – we need to process data to fulfil our statutory function as a school.
e.g. Performance reporting on pupils.
- Legal obligation’ basis – we need to process data to meet our responsibilities under law
e.g., Safeguarding and emergency contact.
- Consent basis – we only process this data with your consent
e.g., Marketing and newsletters.

We do not collect or store any information about you which would constitute ‘special category’ data under data protection legislation.

5. Collecting this data

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
- Government departments or agencies
- Your children
- Police forces, courts, tribunals

6. How we store this data

We keep personal information about you while your child attends our school. We will also keep it beyond your employment at our school. Our record retention schedule and records management policy set out how long we keep information about staff.

We will retain most of your personal information for a period of 1 year from the date that your child leaves our employment, except for information which forms part of your child’s educational record, which must be kept by law until they reach the age of 25.

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 securely dispose of your personal data when we no longer need it in accordance with our retention schedule.

7. Who we share data with

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

- Our local authorities – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our regulator, e.g. Ofsted, Department for Education etc
- Suppliers and service providers:
 - (e.g. Payroll providers etc)
- Financial organisations
- Our auditors
- 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

8. Your rights

8.1 How to access personal information that we hold about you

Under the data protection regulation, you have the right to request access to their personal information that we hold about you, this would be done via a subject access request.

You have the right to:

- Submit a subject access request.
- Being informed of the identity of the controller, the reasons for processing their personal data and other relevant information necessary to ensure the fair and transparent processing of personal data.
- Object to processing of personal data that is likely to cause or is causing damage or distress.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data, rectified, blocked, erased, and destroyed.
- Claim compensation for damages caused by a breach of the data protection regulation.

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 contact us DPO@alet.org.uk.

9. 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 via DPO@alet.org.uk.

If you feel that your complaint is not adequately resolved, 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

10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Our data protection officer is:

- Heledd Walker DPO@alet.org.uk