

## **Privacy Notice for Adult(s) with Parental Responsibility** **- how we use your personal data**

Under UK data protection law, individuals have the right to be informed about how Batley Multi Academy Trust ("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 learners at our Trust schools.

Batley Multi Academy Trust ("the Trust") whose registered address is; Batley Multi Academy Trust, % Upper Batley High School, Blenheim Drive, Batley, WF17 0BJ is the 'data controller' for the purposes of UK data protection law.

Our Data Protection Officer is Laura Bland (see 'Contact us' below).

### **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:

- Contact details and contact preferences (such as your name, address, email address and telephone numbers).
- Details of your family circumstances.
- Details of any safeguarding information, including court orders or professional involvement.
- Records of your correspondence and contact with us, including details of any complaints you have made.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits.
- Physical and mental health, including medical conditions.
- CCTV recordings captured in school (school dependent, these may be visual and audio).
- Support received, including care packages, plans and support providers.

We may also hold data about you that we have received from other organisations, including other schools and social services.

### **Why we use this data**

We use this data to:

- Report to you on your child's attainment and progress.
- Keep you informed about the running of the school (such as emergency closures) and events.
- Provide appropriate pastoral care.
- Protect learner welfare.
- Administer admissions waiting lists.
- Assess the quality of our services.
- Carry out research.

- Comply with our legal and statutory obligations.

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

Where you have given us consent to do so, our Trust (and its schools) may send you marketing information promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent for your data to be used at any time.

### **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 in order to explain the processing to you, including your right to object to it.

### **Our legal basis for using this data**

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation.
- We need to perform an official task in the public interest.
- We need to fulfil a contract we have entered into with you.

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use your data in a certain way.
- We need to protect an individual's vital interests (protect their life).
- We have legitimate interests in processing the data.

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.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of your data.

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

For 'special category' data, 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 obtained your explicit consent to use your personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to 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're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.

- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing 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 obtained 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're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

### **Collecting this information**

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 department or agencies
- Police forces, courts, tribunals
- Other educational establishments
- Your child(ren)

### **How we store this data**

We keep personal information about you whilst your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

### **Data sharing**

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 local authority, Kirklees Council.
- Government departments or agencies for e.g. the Department for Education - DfE
- Our regulator, Ofsted.
- Board of Trustees and Governors.

- Members of the Trust staff.
- NHS (school nursing service).
- Police and other law enforcement agencies.
- Health and social welfare organisations.
- Central and local Government.
- Other schools (during common pupil transfer).
- Your family and legal representatives.
- Third party processors - suppliers and service providers.
- Financial organisations.
- Survey and research organisations.
- Security organisations.
- Professional advisors and consultants.
- Charities and voluntary organisations.
- Professional bodies.

### **Transferring data internationally**

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

### **Your rights**

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

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust holds about them.

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

- Give you a description of the data.
- Tell you why we are holding and processing it, and how long we will keep the information for.
- Explain where we got it from, if not from you.
- Tell you who the information has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data, and any potential consequences.
- 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 contact our Data Protection Officer.

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

Under UK data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data.
- Prevent your data being used for 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 our Data Protection Officer.

### **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.

To make a complaint, please first contact our Data Protection Officer.

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

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **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, Laura Bland, via email: [dpo@batleymat.co.uk](mailto:dpo@batleymat.co.uk)