



Parent Privacy Notice

Policy Name:	Parent Privacy Notice
Version:	1
Date published:	18/12/2024
Date to be reviewed by:	01/12/2026
Role of Reviewer:	HR Manager
Statutory (Y/N):	N
Published on website: *	2B
Policy Level: **	1
Relevant to:	Parents
Produced in consultation with:	N/A
Approved by:	CEO
Approval date:	18/12/2024

*Publication on website			
Alliance website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Alliance Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Alliance Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO. Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate. E.g. Anti-bullying	Approved by Local School Board.

Contents

1	Introduction	4
2	What information do we collect and use about parents/guardians?.....	4
3	Why we collect and use this information	4
4	The legal basis for using this information	4
5	Sharing your personal data	5
6	Storage and retention of data.....	5
7	Your rights to your personal data	5
	The right to be informed:.....	5
	The right of access to your personal data.....	6
	Other rights	6
8	Who to contact:	6

1 Introduction

- 1.1 The Alliance values the trust placed in us by parents and guardians to safeguard and manage personal data responsibly. This notice outlines how we collect, use, store, and share personal data relating to parents and guardians.

2 What information do we collect and use about parents/guardians?

- 2.1 We may collect the following categories of personal data:
- Personal details (e.g., name, address, and contact details)
 - Emergency contact information
 - Financial information (e.g., payment details for school services)
 - Records of communication between parents/guardians and the school
 - Information regarding parental involvement in school activities and events

3 Why we collect and use this information

- 3.1 We use the information to:
- Maintain communication between the school and parents/guardians
 - Ensure the safety and welfare of students
 - Manage and administer school services, such as billing and payments
 - Organise and inform parents about events, activities, and meetings
 - Comply with statutory and regulatory requirements

4 The legal basis for using this information

- 4.1 Depending on the purpose, our use of your information will be legal due to one of the following:
- 4.1.1 Informed consent given by you [Article 6(1)(a)] for example: The use of banking information in our payment service
- 4.1.2 To meet a legal requirement [Article 6(1)(c)] for example: Providing information to Education Department Census
- 4.1.3 To protect the vital interests of you or someone else [Article 6(1)(d)] for example: Giving your details to emergency services

5 Sharing your personal data

- 5.1 At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.
- 5.2 Examples of people we share personal data with are:
- Local authorities, where legally required
 - Service providers engaged to deliver services on our behalf (e.g., payment processors)
 - Regulatory bodies and law enforcement agencies, where necessary
 - Other schools within the Alliance Trust, as appropriate
 - External organisations for activities such as school trips or events, with prior consent
 - Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data
 - Health authorities and organisations such as CAHMS, Speech and Language, School Nurse and other NHS services - to meet our legal obligations to share certain information, including safeguarding or as vital interest.
- 5.3 Where we share your personal data with someone who is a supplier or service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

6 Storage and retention of data

- 6.1 Personal data is stored securely in accordance with the Trust's data protection policies. Retention periods vary based on the type of data and statutory requirements. For example:
- Financial records are retained for six years
 - Communication records are kept for three years after the student leaves the school
 - Emergency contact details are deleted upon the student's departure

7 Your rights to your personal data

- 7.1 You have rights relating to the personal data that we collect and use. The rights you have depend on the legal basis of us using the information. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

The right to be informed:

- 7.2 If you ask us, we must tell you if we are collecting or using your personal data.
- 7.3 If we are collecting or using your personal data, you have:

The right of access to your personal data

- 7.4 You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.
- 7.5 Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.
- 7.6 To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

Other rights

- 7.7 You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved.
- 7.8 You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

8 Who to contact:

The Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller**. All members of staff work for the data controller.

Schools are required to have someone called a Data Protection Officer or DPO. The DPO advises the Trust about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Name of DPO: Sarah Horrigan
Email address: horrigans@tastrust.org.uk

If you have any questions about this privacy notice, please contact the data protection administrator or the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.