



Parent/Guardian Privacy Notice

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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.

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1. Introduction

1.1 The Trust is committed to protecting the privacy and security of personal data. We recognise the importance of handling personal information fairly, lawfully, and transparently in line with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and associated guidance issued by the Information Commissioner's Office (ICO).

1.2 This privacy notice explains how we collect, use, store, and share personal data relating to parents and guardians.

2. What information we collect about parents and guardians

2.1 We may collect and process the following categories of personal data:

- Personal details (such as name, address, and contact information)
- Emergency contact details
- Financial information (for example, payment details for school meals, trips, or services)
- Records of communication between parents/guardians and the Trust or school
- Information relating to parental engagement with school activities and events

2.2 We may also hold limited sensitive information where necessary, for example in relation to safeguarding or welfare matters.

3. Why we collect and use this information

3.1 We use your personal data for the following purposes:

- To maintain effective communication between the school and parents/guardians
- To safeguard and promote the welfare and safety of pupils
- To administer school services, including billing and payments
- To organise and communicate about school events, meetings, and activities
- To comply with legal, regulatory, safeguarding, and statutory obligations

4. Lawful basis for processing

4.1 Under UK GDPR, we rely on one or more of the following lawful bases:

- **Legal obligation (Article 6(1)(c))**
Where we must process personal data to comply with statutory duties (e.g. Department for Education requirements, safeguarding obligations, or census returns).
- **Public task (Article 6(1)(e))**
Where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority (this is commonly the primary basis for schools and trusts).
- **Consent (Article 6(1)(a))**
Where we rely on consent (for example, optional communications or specific activities). Consent can be withdrawn at any time.

- **Vital interests (Article 6(1)(d))**

Where processing is necessary to protect someone's life (e.g. in an emergency situation).

4.2 In limited cases, we may also rely on **legitimate interests (Article 6(1)(f))**, where appropriate and balanced against your rights, particularly for operational administration.

5. Sharing your personal data

5.1 We may share personal data where required by law, where necessary for our statutory functions, or where appropriate for the delivery of education and safeguarding responsibilities.

5.2 We may share information with:

- Local authorities and the Department for Education (where legally required)
- Regulatory bodies and inspection agencies
- Law enforcement agencies where necessary
- Health and safeguarding services (e.g. NHS services, school nursing teams, CAMHS, speech and language therapy services)
- Service providers and contractors supporting school operations (e.g. payment processors, IT systems)
- Other schools within the Trust where appropriate and lawful
- Providers of educational trips, activities, or services (where required and with appropriate safeguards)
- Authorised family members or representatives where appropriate

5.3 Where we engage third-party processors, we ensure appropriate contractual safeguards are in place in accordance with UK GDPR requirements.

6. Storage and retention of data

6.1 Personal data is stored securely in accordance with the Trust's data protection and information security policies.

6.2 We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, including legal, safeguarding, financial, and operational requirements.

6.3 Retention periods are defined in the Trust's Retention Schedule, which is based on statutory guidance (including UK GDPR principles and sector-specific requirements).

7. Your rights

7.1 Under data protection law, you have a number of rights in relation to your personal data, including:

- **The right to be informed** about how your data is used
- **The right of access** to your personal data (subject access request)
- **The right to rectification** of inaccurate or incomplete data
- **The right to erasure** (in limited circumstances)

- **The right to restrict processing**
- **The right to object** to processing in certain circumstances
- **The right to data portability** (where applicable)
- **Rights relating to automated decision-making and profiling** (where used)

7.2 Where processing is based on consent, you may withdraw consent at any time. This will not affect the lawfulness of processing carried out before consent was withdrawn.

7.3 To exercise your rights, please contact the Data Protection Officer using the details below.

8. Complaints and concerns

8.1 We encourage you to contact us in the first instance if you have any concerns about how your data is handled. We will seek to resolve issues promptly and fairly.

8.2 You also have the right to complain to the Information Commissioner's Office (ICO):

<https://ico.org.uk/concerns/>

Telephone: 0303 123 1113

9. Data Controller and Data Protection Officer

9.1 The Trust is the **Data Controller** for the personal data it processes.

9.2 Each school within the Trust operates under this responsibility, and all staff act on behalf of the Data Controller.

9.3 The Trust's Data Protection Officer (DPO) is:

Name: Sarah Horrigan

Email: horrigans@tastrust.org.uk

9.4 The DPO provides advice, monitors compliance, and acts as a point of contact for individuals regarding data protection matters.