

Privacy Notice for Parents and Carers

Who we are

You already know that your school is part of the Academy Trust called Outwood Grange Academies Trust but we have to tell you that the Academy Trust is the organisation which is in charge of your personal information. This means the Academy Trust is called the Data Controller.

The postal address of the Academy Trust is Outwood Grange Academies Trust, Potovens Lane, Wakefield, WF1 2PF.

If you want to contact us about your personal information you can contact our Data Protection Officer who is Megan Hemingway, Governance Officer. You can speak to her in the academy or you can leave a letter at reception or send one by post.

Policy Statement

Information that we hold in relation to individuals is known as their “personal data”. During your child’s time with us, we will gather and use information relating to you. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left the Academy.

Anything that we do with an individual’s personal data is known as “processing”. This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process in relation to you?

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship/ marital status);
- financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance;
- CCTV footage and images obtained when you attend the Academy site; and
- your relationship to your child, including any Court orders that may be in place.

We may also use special categories of data such as ethnic group, sex or sexual orientation, religious or similar beliefs and information about health. These types of personal data are subject to additional requirements.

Where do we get your personal data from?

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins the Academy and when you attend the Academy site and are captured by our CCTV system.

In addition, information is passed to us as part of the transfer of information from your child's previous school or education setting. This includes information relevant to providing appropriate education and/or safeguarding for your child. This information is normally transferred in hard and/or soft copies in the term prior to your child starting at the school.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court.

Why do we use your personal data?

Some of these things we have to do by law. Other things we do because we need to so that we can run the school. The General Data Protection Regulations (GDPR) provide a framework of Articles about the use of personal data. We have included a cross reference to the relevant Articles in the information below. We will process your personal data for the following reasons:

1. Where we are required by law (Article 6,c), including:
 - To provide reports and other information required by law in relation to the performance of your child;
 - To raise or address any concerns about safeguarding;
 - To provide information to Government agencies, including the police;
 - To obtain relevant funding for the school; and
 - To provide or obtain additional services including advice and/or support for your family.
2. Where the law otherwise allows us to process the personal data as part of our functions as an Academy, or we are carrying out a task in the public interest (Article 6,e), including:
 - To confirm your identity;
 - To communicate matters relating to the Academy or Trust to you;
 - To safeguard you, our pupils and other individuals;
 - To enable payments to be made by you to the Academy or Trust;
 - To ensure the safety of individuals on the Academy or Trust site; and
 - To aid in the prevention and detection of crime on the Academy or Trust site.
3. Where we otherwise have your consent (Article 6, a).

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

Why do we use special category personal data?

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy (Article 9, g).
2. Where the processing is necessary in order to ensure your health and safety on the Academy or Trust site, including making reasonable adjustments for any disabilities you may have (Article 9, g) .
3. Where we otherwise have your explicit written consent (Article 9, a).

There may also be circumstances where we need to use your information in relation to legal claims (Article 9, f), or to protect your vital interests or those of your child, and where it is not possible to seek your consent (Article 9, c).

Failure to provide this information

If you fail to provide information to us, we may be prevented from complying with our legal obligations.

How long will we hold your personal data for?

We will hold information relating to you only for as long as necessary. How long we need to keep to any information will depend on the type of information. This is laid out in our Data Retention Policy. If you would like a copy of this policy, please contact m.hemingway@outwood.com. When we no longer need to retain information, we will destroy or delete it in a secure manner.

Who will we share your personal data with?

We routinely share information about you with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes;
- The Department for Education and/or the Education and Skills Funding Agency, in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections; and
- Contractors, such as payment processing providers to enable payments to be made by you to the Academy or Trust.

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contactdfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about the local authority's data sharing process, please visit their website.

Your rights in relation to your personal data held by us

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact: Academy Office or m.hemingway@outwood.com.

Our Data Protection Policy provides further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- object to what we are doing with your information;
- have inaccurate or incomplete information about you amended;
- ask us to stop doing certain things with your information in some cases;
- ask that decisions about you are not made using automatic systems;
- ask us to transfer your information to another organisation in a format that makes it easy for them to use.
- change your mind, if we have asked for your consent to use your personal data.

If you want to exercise any of these rights then you should contact the Academy Office or m.hemingway@outwood.com.

Concerns

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance, via m.hemingway@outwood.com. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.