



# **Privacy Notice – Parents and Carers**

## **(How we use parent and student information)**

**The Academies within Vector Learning Trust need to collect, store and process data on parents/carers and students in order to be able to safeguard students and keep parents informed about students' safety, welfare and progress. The data is also used to keep parents/carers updated on whole Academy events, progress and activities. Only essential data is held and there are clear processes in place that govern how we collect, use, store and share the data.**

**Under data protection law, individuals have a right to be informed about how the Academy 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 parent/carers and students.**

**We, Vector Learning Trust, are the 'data controller' for the purposes of data protection law.**

**Our Data Protection Officer is Mr I. Gover (see 'Contact us' below).**

## **The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about parent/carer and students includes, but is not restricted to:

Parents/Carers

- Contact details,
- Copies of any relevant court orders
- Copies of correspondence received
- CCTV images captured in the Academy

Students

- Contact details,
- Contact preferences,
- Date of birth, identification documents
- Student sibling information
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free Academy meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in the Academy
- Biometric Data (from child's thumbprint) where consent has been given

We may also hold data about students that we have received from other organisations, including other Academies, Local Authorities and the Department for Education.

## **Why we use this data**

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Protect the assets of the Trust
- Carry out research
- Comply with the law regarding data sharing

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

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

- We need to comply with a legal obligation

- We need it to perform an official task in the public interest

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

- We have obtained consent to use it in a certain way
- We need to protect the individual’s vital interests (or someone else’s interests)

Where we have obtained consent to use students’ personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using students’ personal data overlap, and there may be several grounds which justify our use of this data.

## Collecting this information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## How we store this data

We keep personal information about students while they are attending our Academy. We may also keep it beyond their attendance at our Academy if this is necessary in order to comply with our legal obligations. Our record retention schedule/records management is detailed within our Data Protection Policy and is based on the [Information and Records Management Society’s toolkit for Academics](#) and sets out how long we keep information about students.

## Data sharing

We do not share information about students 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 data protection law) we may share personal information about students with:

Who we share with	Why we share
Local Authorities	To meet our legal duties to share certain information with it, such as concerns about students’ safety and exclusions
The Department for Education	We have to do this by law. This data sharing underpins Academy funding, educational policy and funding
Our Careers Advisor	To be able to offer students advice on their choices when they leave Academy
Police forces, courts, tribunals and security services	As we are required to by law

Students family and representatives	To keep you informed on the progress, health and wellbeing of your child
Educators and examining bodies	To ensure that students are entered for exams and that their results are recorded
Health and social welfare organisations	Such as the Academy nurse and the Education Welfare Officer to help look after the health and wellbeing of students
Our payment service providers	So that you can pay for meals, trips resources and activities.
Providers of electronic learning resources	To allow you to use their resources in class and at home

### **National Student Database**

We are required to provide information about students to the Department for Education as part of statutory data collections such as the Academy census.

Some of this information is then stored in the [National Student Database](#) (NPD), which is owned and managed by the Department and provides evidence on Academy performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including Academies, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department’s webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

### **Youth support services**

Once our students reach the age of 13, we are legally required to pass on certain information about them to the Local Authority youth support services, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or students once aged 16 or over, can contact our Data Protection Officer (see below) to request that we only pass the individual’s name, address and date of birth to the Local Authority youth support services.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Parents and students’ rights regarding personal data**

Individuals have a right to make a ‘**subject access request**’ to gain access to personal information that the Academy holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the Academy holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact the Data Protection Officer (see below).

Parents/carers are also able to access to their child's **educational record**. To request access, please contact the Academy directly.

### **Other rights**

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

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- 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 contact our Data Protection Officer (see below).

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**:

Mr. I. Gover

[dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)

*This notice is based on the [Department for Education's model privacy notice](#) for students, amended for parents and to reflect the way we use data in this Academy.*