

## St George's Academy

### GDPR PRIVACY NOTICE FOR PARENTS & CARERS

#### **WHAT IS THE PURPOSE OF THIS DOCUMENT?**

St George's Academy Trust is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you as a parent/carer of a student with the school, in accordance with the General Data Protection Regulation (GDPR).

St George's Academy Trust is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

#### **DATA PROTECTION PRINCIPLES**

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

#### **THE KIND OF INFORMATION WE HOLD ABOUT YOU**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). There are certain types of more sensitive personal data which require a higher level of protection, such as information about a person's health or sexual orientation. Information about criminal convictions also warrants this higher level of protection.

Personal data that we may collect, use, store and share (when appropriate and provided by yourself) about you includes, but is not restricted to:

- Contact details and contact preferences
- Bank details
- CCTV images captured in school

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
- Family circumstances

- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers

## HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about you from the following sources:

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

## HOW WE WILL USE INFORMATION ABOUT YOU

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- To report to you on your child's attainment and progress
- To keep you informed about the running of the school (such as emergency closures) and events
- To process payments for school services and clubs
- To provide appropriate pastoral care
- To protect pupil welfare
- To administer admissions waiting lists
- To assess the quality of our services
- To carry out research
- Where we need to comply with a legal or statutory obligation
- Where it is necessary for legitimate interests pursued by us or a third party and your interests and fundamental rights do not override these interests

We may also use your personal information in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests)
- Where it is needed in the public interest or for official purposes

## Use of your personal data for marketing purposes

Where you have given us consent to do so, St George's Academy may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by contacting our data privacy officer.

## Collecting 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.

## Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## CCTV

We have installed CCTV for the purpose of student, staff and public safety and crime prevention and detection.

We will disclose CCTV images to others who intend to use the images for the purposes stated above only in exceptional circumstances e.g. in the case of a missing child. CCTV will be processed in accordance with the GDPR principles.

## Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## DATA SHARING

We may have to share your data with third parties.

We require third parties to respect the security of your data and to treat it in accordance with the law.

## Why might you share my personal information with third parties?

We will share your personal information with third parties where required by law, where it is necessary to administer the relationship with you and /or your child or where we have another legitimate interest in doing so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions*
- *Government departments or agencies*
- *Ofsted*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations*
- *Our auditors*
- *Survey and research organisations*
- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*

## DATA SECURITY

We have put in place measures to protect the security of your information. Details of these measures are available upon request. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

Third parties will only process your personal information where they have agreed to treat the information confidentially and to keep it secure.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **DATA RETENTION**

### **How long will you use my information for?**

We keep personal information about you while 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. Our record retention schedule sets out how long we keep information about parents and carers.

*This is available on request from the data privacy officer. Contact: [dataprotection@st-georges-academy.org](mailto:dataprotection@st-georges-academy.org).*

After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

## **YOUR RIGHTS**

### **Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your time with us.

### **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.
- If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact [dataprotection@st-georges-academy.org](mailto:dataprotection@st-georges-academy.org).

### **No fee usually required**

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

## **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

## **RIGHT TO WITHDRAW CONSENT**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact [dataprotection@st-georges-academy.org](mailto:dataprotection@st-georges-academy.org). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## **DATA PROTECTION OFFICER**

We have appointed a data privacy officer (DPO) to oversee compliance with this privacy notice. Our **Data Protection Officer** role is provided by: **GDPR Sentry**.

## **CONTACT**

If you want to see a copy of the information about you that we hold and/or share or wish to discuss anything in this privacy notice, please contact [dataprotection@st-georges-academy.org](mailto:dataprotection@st-georges-academy.org).

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>