

## Privacy Notice for Parents

### Introduction

1. This privacy notice advises parents, carers and guardians of the school's data protection responsibilities on the collection, storage and use of personal information about parents at University Academy Holbeach (the School).
2. The School is committed to being transparent about how we collect and use personal data and to meeting our data protection obligations.
3. The Trust is required to explain how and why we collect personal data and what we do with that information. This privacy notice will also provide information as to what you can do about your personal information that is held and processed by us.
4. You are being provided with this notice because you provide us with personal data.
5. We, The Lincolnshire Education Trust, are the 'data controller' for the purposes of data protection law.
6. We have appointed, for University Academy Holbeach, Sheila Paige, Vice Principal, as the person with responsibility for ensuring that students' personal information is held and processed in the correct way, i.e. the Data Protection Officer. Contact details can be found at the end of this document.
7. This privacy notice should be read in conjunction with the following documents, all of which can be found on the Data Protection page of the school website
  - Data Protection Policy
  - Retention Policy
  - Privacy Notice for Students

### **The personal data we hold**

**8.** Personal data that we may collect, use, store and share (when appropriate) about parents includes, but is not restricted to:

- Name, address, contact details
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- CCTV images captured in school

### **Why we use this data**

**9.** We use this data to:

- Support student learning
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Comply with the law regarding data sharing

### **Our legal basis (grounds) for using parents' personal data**

**10.** We only collect and use parents' 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 carry out an official task in the public interest

**11.** Some of the reasons listed above for collecting and using parents' personal data overlap and there may be several grounds which justify our use of this data.

### **Collecting information**

**12.** Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

**13.** We obtain personal data in a variety of ways. Some of the information comes from the admissions forms and acceptance forms which you supply to us.

### **How long we Store this Data**

**14.** We keep personal information about parents whilst their child is attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations. Our Retention Policy sets out how long we keep information about students and is available on the school website.

### **Data Sharing**

**15.** We do not share information about parents with anyone without consent unless the law and our policies allow us to do so.

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

- Our Local Authority (LA) – to meet our legal obligations to share certain information, such as safeguarding concerns, attendance, admissions etc.
- Appropriate members of staff
- Schools that students attend after leaving us

- Suppliers and service providers – to enable them to provide the service we have contracted them for, e.g. IT services provider, SIMS Parent. Access to personal data will only be granted to a provider that has demonstrated compliance with the GDPR
- Police forces, courts, tribunals – sometimes we need to share information with the police or our legal advisers to help with an inquiry, e.g. safeguarding issues or injuries

### **Third parties**

**17.** To be granted access to parent information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

### **Transferring data internationally**

**18.** With cloud-based storage and some other services sometimes being supplied outside the UK, personal data can be sent to other jurisdictions.

**19.** 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.

**20.** Our servers and storage systems are based in the EU or the European Economic Area (EEA) and we have ensured that appropriate safeguards are in place to protect your personal data.

### **Parents rights regarding personal data**

**21.** Individuals have a right to make a subject access request to gain access to personal information that the school holds about them.

### **Other rights**

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

- Object to processing of personal data if it would cause, or is causing, damage or distress
- Prevent processing for the purpose of 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

**23.** To exercise any of these rights, please get in touch with our Data Protection Officer. See below for contact information.

**24.** If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting our Data Protection Officer. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Contact us**

**25.** If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Sheila Paige  
Vice Principal and Data Protection Officer  
University Academy Holbeach  
Park Road  
Holbeach  
PE12 7PU  
Tel: 01406 423042  
Email: [Sheila.paige@uah.org.uk](mailto:Sheila.paige@uah.org.uk)