

**Introduction**

Whilst your child attends an Orbis Education Trust school, we will use information that we gather in relation to you for various purposes. Information that we hold in relation to individuals is known as their 'personal data'. 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 personal data for a period of time after your child has left the school. Anything that we do with personal data is known as 'processing'.

This document sets out what personal data we will hold, why we process that data, who we share this information with and the rights of individuals in relation to their personal data processed by us.

This privacy notice should be read in conjunction with the Student Privacy Notice.

**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 telephone numbers, personal email address, emergency contact details, employment details and relationship 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 one of our school sites;
- your relationship to your child, including any court orders that may be in place.

We will, also, use special categories of data such as gender, age, ethnic group, language/s used, sex, 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 one of our schools and when you attend one of our school sites.

We may, also, obtain information about you from other sources. This might include information from the local authorities, Department for Education (DfE) or other professional bodies, including other schools or a court, which might raise concerns in relation to your child.

**Why do we use your personal data?**

We will process your personal data for the following reasons:

- Where we are required by law, 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 government agencies including the police;
  - to obtain relevant funding for the school;
  - to provide or obtain additional services including advice and/or support for your family.

- Where the law otherwise allows us to process the personal data as part of our functions as a trust, or we are carrying out a task in the public interest, including:
  - to confirm your identity;
  - to communicate matters relating to the trust's schools to you;
  - to safeguard you, our pupils and other individuals;
  - to enable payments to be made by you to the school;
  - to ensure the safety of individuals on the school site;
  - to aid in the prevention and detection of crime on the school site.
- Where we otherwise have your consent.

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:

- 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.
- where the processing is necessary in order to ensure your or other individuals' health and safety on our school sites, including making reasonable adjustments for any disabilities you may have.
- where we otherwise have your explicit consent.

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

### **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 your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our Retention and Destruction Policy.

### **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, in compliance with legal obligations of the schools to provide information about students and parents/carers as part of statutory data collections;
- contractors, such as payment processing providers to enable payments to be made by you to our schools.
- Schools our students are moving to.

### **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 our Data Protection Officer (DPO) (details below).

Please also refer to our Data Protection Policies for further details on making requests for access to your personal data.

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

- object to the processing of your personal data;
- have inaccurate or incomplete personal data about you rectified;
- restrict processing of your personal data;
- object to the making of decisions about you taken by automated means;
- have your data transferred to another organisation;
- claim compensation for damage caused by a breach of your data protection rights.

If you want to exercise any of these rights then you should contact our Data Protection Officer.

The law does not oblige the trust to comply with all requests. If the trust does not intend to comply with the request, then you will be notified of the reasons why.

### **Concerns**

If an individual has any concerns about how we are using their personal data, then we ask that they contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at [ico.org.uk/concerns](https://ico.org.uk/concerns).

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:

Mr Chris Roberts, Data Protection Officer (DPO), Orbis Education Trust, c/o Southfield School, Lewis Road, Kettering, Northamptonshire, NN15 6HE [dpo@orbismat.com](mailto:dpo@orbismat.com)