

# **Trinity Academy Newcastle Trust**

## **Privacy Notice for Parents, carers and primary caregivers**

In this document Trinity Academy Newcastle Trust and its Academies, whether singly or in groups, are referred to as “the Trust”, ‘we’ or “our”. Parents, carers and primary caregivers are referred to as “you” or “your”.

Much of the information we collect is classed as ‘personal data’ and our use of it is covered by a set of rules called the General Data Protection Regulation (GDPR). These rules were brought into UK law in the Data Protection Act 2018.

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information.

We have also included a section about your rights in relation to learners. A full Privacy Notice for learners is available on request.

### **What Information do we collect and use about parents, carers and primary caregivers?**

We collect many different categories of information, for example:

- Personal details (for example; name, date of birth, national insurance number)
- Contact details (for example; address, telephone number, email address)
- Family details (for example; details of other children, emergency contacts)
- Admission requests
- Records of communications (for example; emails, phone messages and letters)
- Records of visits to school (for example; time and date, the person you visited)
- Photographs of you or images on CCTV
- Banking details (A credit or debit card registered with our payment system)
- Records of transactions in our payment system
- Consent for school visits and extra-curricular activities

In some cases, we will also have:

- Information about consultation with other professionals
- Information about your employment and financial situation
- Information about any social services (e.g. care or contact orders relating to child(ren))

### **Why we collect and use this information**

We use the information

- To support the admissions process
- To support learning for your child/ward
- To maintain a safe environment for our pupils

- To provide appropriate pastoral care
- To enable making/receiving payments
- To enable free school meals to be provided
- To comply with our legal obligations to process information
- To ensure your health and safety if you visit school
- To keep you up to date with news about the school

### **The legal basis for using this information**

Depending on the purpose, our use of your information will be legal due to one of the following:

- Informed consent given by you [Article 6(1)(a)]  
For example: The use of banking information in our payment service
- To meet a legal requirement [Article 6(1)(c)]  
For example: Providing your contact details to the local authority
- To protect the vital interests of you or someone else [Article 6(1)(d)]  
For example: Giving your contact details to emergency services
- Delivering a public task [Article 6(1)(b)]  
For example: Recording communications about your child(ren) being absent from school

### **Storing your personal data**

Some of the personal data that we collect, and use, is added to the learner's educational record. This record is kept while they attend an academy in the Trust. If they leave, the record will be transferred to the next school they attend or transferred to the local educational authority.

Other data that we collect from you will be stored in paper files or on our computer systems.

Some personal data is kept for different lengths of time. If you'd like to know how long we keep a specific piece of personal data, please contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

### **Sharing your personal data**

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we may share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data
- The local authority and councils
- The Department for Education
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers

Where we share your personal data with someone who is a supplier or service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

### **Your rights to your personal data**

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

#### **The right to be informed:**

If you ask us, we must tell you if we are processing ('collecting', 'using', 'retaining', 'disclosing', 'disposing of') your personal data.

If we are collecting or using your personal data, you have:

#### **The right of access to your personal data**

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer whose details can be found at the end of this Privacy Notice. You will also need to supply us with standard information to verify your identity.

#### **Other rights**

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have to right to ask us to erase it, or to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this as request that a person is involved.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

### **Access to personal data about your child/ward**

Where your child/ward is under the age of 12 it is usually assumed that they are not able to make decisions about their personal data. That right is usually given to parents or a guardian. To access the personal data relating to your child/ward you will need to follow the same procedure as you would to access your own personal data.

If your child requests access to their personal data, then we will normally refer that request to you for confirmation before releasing the data.

Once your child/ward reaches the age of 12, in most cases they are assumed to be able to make their own decisions about their personal data. This means that we will not refer any request for access to their own data. Similarly, if you wish to make a request for data about your child/ward we may refer that request to them for confirmation.

It is worth knowing that under the terms of the Data Protection Act (2018) parents do not have an automatic right to access information about their child/ward through a subject access request.

**Who to contact:**

The Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller**. All members of staff work for the data controller.

Data Controller name: Trinity Academy Newcastle Trust

Registration Number: ZA118810

Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is: Berjees Tata

Email address: [Data.central@trinity.newcastle.sch.uk](mailto:Data.central@trinity.newcastle.sch.uk)

Contact number: 0191 298 6950 (option 5)

Contact address: Trinity Academy Newcastle Trust, Central Administration, Condercum Road, Newcastle upon Tyne, NE4 8XJ

If you have any questions about this privacy notice, please contact the Data Protection Officer.

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/> or call 0303 123 1113.

**Signed on behalf of the Board:**



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**Peter Carter (Chairperson of the Board)**

**Date: December 2020**