

## Privacy Notice for Parents, Carers & Visitors

### Background

The Education Village Academy Trust (the "**Trust**") is based at The Education Village, Salters Lane South, Darlington, County Durham DL1 2AN.

To run the Trust and its Academies and help learning and achievement for our students, the Trust and its Academies collect and use information (personal data) about the parents and guardians. We will store this information on paper, on computers (digitally) or in other ways.

We collect and keep the information about you in line with personal data legislation. These are known as the General Data Protection Regulation ("**GDPR**") and the Data Protection Act 2018 (the "**DPA**").

This Privacy Notice has been written so that you know and understand what we do with your personal data. It is also so that you know what you can ask about that data (your rights.) This document may change at times in the future.

### Who are we?

The Education Village Academy Trust is the 'Data Controller.' for the Academies that belong to the Trust, (as defined by Article 4 (7) of GDPR),

A Data Controller is the organisation that decides what data is collected about you, how that is used, shared and stored.

As the Data Controller we have a responsibility to you and your personal data. We will only collect and use this in ways which are compliant with data protection legislation.

In this document where it says 'the Trust', 'we' or 'ours' this means the Trust and all of its Academies.

In this document where it says 'You' or 'Your' refers to you, the parents or guardian of one of our students.

### This document tells you about;

- the information we collect about parents or carers and visitors
- what we use the information for,
- how your information is stored and how long we keep it,
- what rights you have to the information.

## Data Protection Officer

The Trust has appointed GDPR Sentry Ltd to be its Data Protection Officer (DPO).

A DPO is the person or organisation who makes sure that the Trust is compliant with personal data legislation.

If you would like to talk about anything in this privacy notice, please get in touch with the people below. The Single Point of Access (SPOC), Alana Mackenzie, should be your first contact.

Data Protection Officer  
GDPR Sentry Ltd

support@gdprsentry.com  
0113 804 2035 Option 3

**Education Village**  
Academy Trust 

**Single Point of Contact (SPOC) – Alana Mackenzie**

Salters Lane South  
Darlington  
DL1 2AN

Email: [amackenzie@educationvillage.org.uk](mailto:amackenzie@educationvillage.org.uk)  
Tel: 01325 248156

## What information do we collect?

Much of the information we process will come directly from you.

The categories (types) of information that we collect, hold and share include the following:

- Personal details (for example, name, date of birth, national insurance number)
- Car registration 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 Trust (for example, time and date, the person you visited)
- Photographs of you or images on CCTV
- Banking details
- Records of transactions in our payment system
- Consent for Trust visits and extra-curricular activities
- Photographs of you for visitor passes

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

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

We use the information We use the information for some, or all, of the reasons below and to support our functions of running a school;

- To support the admissions process
- To support learning for your child(ren)
- To maintain a safe environment for our pupils
- To provide appropriate pastoral care
- To enable you to pay for activities for your child(ren,)
- To enable you to pay for meals for your child(ren)
- To enable free meals to be provided
- To comply with our legal obligations to share information
- To ensure your health and safety if you visit the school
- To keep you up to date with news about the school/Academy
- To meet statutory obligations for safeguarding and health and safety
- To identify you and safely evacuate Trust premises in the event of an emergency

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

Depending on the purpose, our use of your information will be legal in accordance with Article 6 of the GDPR and will be 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 communication with you if you report your child absent.

### **Collecting this information**

We collect your information using:

- Application forms.
- Records as part of the normal processes of running the Trust.

- Records from Local Authorities or
- Permission and payment documentation and forms.
- Data provided by the local authority, or other service providers

In addition,

- The trust also uses CCTV cameras around the school site for security purposes and for the protection of staff and pupils. CCTV footage may be referred to during disciplinary procedures or to investigate other issues. CCTV footage involving parents/carers will only be processed to the extent that it is lawful to do so.
- The trust records external telephone calls for training and monitoring purposes. Personal data referred to within such a call recording may be transcribed and/or referred to when supporting student learning, when supporting students' health/welfare (including their vital interests) or when resolving other issues.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain what may happen if the information isn't provided,

While most of the information we collect about you is mandatory, there is some information we ask for on a voluntary basis. When we do process this additional voluntary information, we will make sure that we ask for consent (permission) to process it.

Where consent is required, the school will provide you with specific information on the reasons why we need the data and how the data will be used.

Where we are processing your personal data with your consent you have the right to withdraw that consent (take away permission). If you change your mind about the consent or are unhappy with our use of your personal data, please let us know by contacting the SPOC.

### **Who do we share your personal data with?**

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 share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing and who are authorised to receive the data
- Darlington Metropolitan Borough Council
- 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 a service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the data protection legislation.

### **Transferring data internationally**

Data stored electronically may be saved on a cloud-based system which may be hosted in a different country. Personal data may also be transferred to other countries if, for example, we are arranging a school trip to a different country. Appropriate steps will be taken to keep the data secure. When we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **How long do we keep your personal data for?**

The Trust will keep your data in line with our Records Management Policy. Most of the information we process about you will be retained (kept) in line with statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

Some personal data is kept for different lengths of time. For example:

- Records of admission to the are kept permanently. We do this as pupils often ask us to confirm the dates they attended the Academy
- Correspondence about a child's absence is kept for the current year and 2 years afterwards
- Records of your visits to Trusts are kept for the current year and 6 years afterwards

If you'd like to know how long we keep a specific piece of personal data, please contact the SPOC whose details can be found contained in this Privacy Notice.

### **What rights do you have over your data?**

You have rights relating to the personal data that we collect and use. The rights you have depend on the legal basis of us using the information. 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:**

This document informs you that we are collecting and how we are using your personal data. If we are collecting or using your personal data, you have the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- 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, destroyed or restrict processing
- To ask us to stop using it or to object to us using it

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

If we are collecting or using 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 UK's data protection legislation.

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. You will also need to supply us with standard information to verify your identity.

### **Other rights:**

You also have the right to ask us to correct inaccurate/incorrect personal data or to ask us to stop using it or to object to us using it.

For some data you may have the 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 you may have the right to request that the processing of your personal data is restricted, to object to your personal data being processed or if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved.

### **The right to withdraw consent.**

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.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[icoasework@ico.org.uk](mailto:icoasework@ico.org.uk) // 0303 123 1113