



PARENTS AND GUARDIANS PRIVACY NOTICE

PRIVACY NOTICE FOR PARENTS AND GUARDIANS ACROSS THE TRUST

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1. Overview

Under the Data Protection Act (2018) and The UK General Data Protection Regulation 'GDPR' it is a requirement for all individuals to be correctly informed about what an organisation does with their personal data. SHARE MAT informs all parents/carers about how it uses personal data via a 'Privacy Notice' (also referred to as a 'Fair Processing Notice').

Within the privacy notice the trust outlines how it collects, stores, manages, edits, erases and controls an individual's personal data.

SHARE MAT employs a Data Protection Office to oversee Data Protection and GDPR. If you wish to contact the DPO please visit the 'contact' section within this policy.

This policy applies to all forms of personal data including but not exclusive to, paper and electronic formats.

2. Legislation and guidance

The Data Protection Act 2018 is the UK's implementation of the Data Protection Regulation (GDPR). Everyone responsible for using personal data has to follow strict rules called 'data protection principles' and must make sure the information is: used fairly, lawfully and transparently.

This privacy notice adheres to the guidelines set out by the *Information Commissioners Office (ICO)*, *The General Data Protection Regulation (GDPR)* and *Data Protection Act (2018)* legislations. It also follows the guidance of the *Protection of Freedoms Act (2000)* to ensure the protection of biometric data. In addition, it complies with the trust's funding agreements and articles of association.

3. Definitions and key terminology

Term	Definition
Personal data	<p>Any information relating to an identified, or identifiable, individual. Personal data is only associated with a living data subject. This may include the individual's:</p> <ul style="list-style-type: none">• Name (including initials)• Identification number• Location data



	<ul style="list-style-type: none">• Financial data• Online identifier, such as a username <p>It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.</p>
Special categories of personal data	<p>Personal data which is more sensitive and so needs further protection, included information about an individual's:</p> <ul style="list-style-type: none">• Racial or ethnic origin• Political opinions• Religious or philosophical beliefs• Trade union membership• Genetics• Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes• Health – physical or mental• Sex life or sexual orientation
Processing	<p>Anything done to personal data, such as;</p> <ul style="list-style-type: none">• Collecting• Recording• Organising• Structuring• Sharing• Storing• Adapting• Altering• Retrieving• Using• Disseminating• Erasing• Destroying <p>Processing can be automated or manual.</p>



Data subject	The identified or identifiable individual whose personal data is held or processed. A data subject is any natural, living person.
Data Controller	A person and/or organisation that determines the purposes and the means of processing personal data.
Data Processor	A person, organisation or other body (other than an employee of the data controller) who processes personal data on behalf of the data controller.
DPO	A Data Protection Officer (DPO) should be appointed when any large-scale processing of data occurs, and/or, processing of data may be deemed a risk.
Personal Data Breach or Data Breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.
The ICO	The Information Commissioners Office (ICO) is the authority which regulates data protection in the UK.
DPIA	A Data Protection Impact Assessment (DPIA) is a process that we carry out in order to assess if we are compliant with relevant legislation.
SAR/ DSAR	A Data Subject Access Request (SAR) is when a data subject formally lodges a request to view/access the personal data that is held on them.

4. Personal data we hold

SHARE MAT collects personal data on those with whom it engages. We only collect relevant and necessary personal data in order to complete business processes. SHARE MAT does this by carrying out a DPIA on all data that it collects to identify the lawful basis of processing.

Personal data that we may choose to collect, use, store and share (when appropriate) about you/your child includes, but is not restricted to:

- Contact details
- Date of birth



- Identification documents
- Ethnic background
- Eligibility for free school meal, home living situations
- Safeguarding information
- Photographs
- CCTV images

As well as the information listed above, we may also collect, store and use information about you that identifies as 'special categories' of data. This is highly sensitive data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political views
- Health, including medical conditions, and sickness records

5. Why we use this data

SHARE MAT collects this data in order to perform key business processes throughout the trust. We believe we have the necessary basis for collecting and processing this data, as outlined in Article 6 of the GDPR. The data that we collect enables us to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care and support
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research on our schools
- Comply with data protection laws

6. Lawful basis for using your data

SHARE MAT follows the guidelines outlined within Article 6, the GDPR, Lawfulness of Processing, when assessing if it believes it has a lawful basis for processing your personal data. We ensure that we meet, at least one, of the minimum requirements outlined within Article 6. We only collect your personal data when we need to:

- Comply with a legal obligation

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- Carry out a task in the public interest

Less commonly, we may also use personal data regarding you when:

- You have given us consent to use it in a certain way
- We need to protect yours or an individual's vital interests

Where we rely on consent to process your personal data, you have the right to retract this consent at any given time. When we ask for your consent in order to process your personal data, we will make this clear from the outset, along with guidance on how to retract consent if you wish to do so.

SHARE MAT will only use your data within the guidelines that it has been collected. If we require to use your information for an additional/further process, we will contact you to inform you of this.

7. Collecting your data

SHARE MAT predominantly collects personal data from you as an essential requirement. There are occasions when collecting personal data is not mandatory, but that we feel it would be beneficial to the trust to do so.

In these circumstances we ensure that we have a legitimate interest when requesting this data, however, as a data subject, you have the ability to choose if you wish to provide this information.

SHARE MAT will ensure that it informs you on 'mandatory' and 'non mandatory' data collection, the consequences of not providing mandatory information and the choices you have as a data subject.

8. How we store your data

SHARE MAT ensures that all data that is stored about you is secure, safe and in line with legislation.

All personal data that is collected on you, as a data subject, will be stored in a secure file. This information is restricted in use to ensure that only those who need it have access. The use of the information stored within this file is restricted to the purpose that it is collected for.

The following storage rules apply:

- Paper-based records and electronic devices (such as laptops and hard-drives) are kept locked and restricted when not in use
- Personal data is signed for, logged and managed when it is taken off site to ensure safe return or erasure



- The implementation of an enforced password protection policy such that all passwords are random and non-traceable
- Encrypted software is used on all electronic tools
- Data Sharing Agreements are in place where data is shared with a 3rd party

9. How we share your data

SHARE MAT will not share your personal data with any 3rd parties unless it informs you or asks for your consent to do so. We may need to share data if required to do so by the law. For more information regarding situations in which your data may be shared, please see the ICO's website.

In line with a legal requirement, we may share your personal data with (but not limited to):

- The Local Authority
- The Department for Education
- Your family or stated emergency contact
- Educators and examining bodies
- Ofsted
- Suppliers and service providers
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisation (rarely and you would be informed in advance of such processing)
- Trade unions and associations
- Health authorities
- Security organisations
- Health and Social welfare associations
- Professional advisors and consultants
- Police and legal forces
- Professional bodies

10. How long we retain your data

SHARE MAT is required, by law, to retain some of your personal data. Any data that is no longer used, but is still retained, will be stored and archived up until it is decided to safely erase it.



For more information on our retention guidelines, retention policy and how long we may hold your personal information for by law, please contact our DPO.

11. How your data is erased

SHARE MAT ensures that any data that is no longer of use or deemed unnecessary for business processes will be correctly erased in line with data protection guidelines. Personal data will be disposed of securely, safely and effectively to give all data subjects peace of mind.

For example, the MAT will shred or incinerate any paper-based documents that it holds on you, either in-house or contracted by a pre-approved and safe supplier. The MAT will overwrite, redact or erase any electronic files that it holds on you, either in-house or contracted by a pre-approved and safe supplier.

12. Your rights as a data subject

As part of all data protection legislation data subjects are entitled to request copies of all personal information that is held on them by an organisation. If you wish to find out what information SHARE MAT holds on you, please complete a Subject Access Request.

If you wish to submit a Subject Access Request, please download one of our templates from either the SHARE MAT website, or from the website of the academy that you are associated with. If you are having trouble accessing the template, please contact our DPO.

Once you have submitted a SAR we will:

- Give you a description of the data that we hold (where applicable)
- Explain where we received the information from (where applicable)
- Inform you who has had access to it and if it will be shared further
- Inform you if any automated decision-making has been applied, or will be applied, to this data, and inform you of the consequences of this
- Give you an accessible copy of this data (where appropriate)

Subject Access Requests may be subject to an administrative charge dependent on the level of time required to prepare the response. You will be informed if your SAR is subject to a charge.



On occasion, we may not be able to provide a hard-copy of your data. We will give you the opportunity to view, in person, the data that we hold on you at a time that suits you.

Under data protection laws data subjects have certain rights regarding how their personal data is used, stored, managed and erased. You have the right to:

- Object to the use of your personal data if it is causing, or has caused, damage or distress
- Prevent your data being used for the purpose of direct marketing
- Object to the use of your personal data for decisions being made by automated means (by a computer or machine, instead of by a person)
- Your data records being up-to-date, accurate and relevant. If you believe they are not, please let us know
- Claim compensation for any damages caused by a breach of your rights under the General Data protection Regulations

If you would like any more information on Subject Access Requests, please contact our DPO.

13. National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early year's census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department of Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

14. Youth Support Services



Once pupils reach the age of 13, we are legally required to pass on certain information about them to Kirklees Local Authority as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables the Local Authority to provide youth support services, post-16 education, training services, and careers advisers.

Parents/carers or pupils (once aged 16 or over), can contact our Data Protection Officer to request that we only pass the individual's name, address and date of birth to Kirklees Local Authority.

15. How to contact us

SHARE MAT has a designated Data Protection Officer to handle any issues or concerns that you may have regarding your data.

If you have any questions or concerns, or would like any advice regarding your data, please contact our Data Protection Officer.

Jayne Newson – Governance Professional and Data Protection Officer

Email – jayne.newson@sharemat.co.uk Telephone - 08452 415175

Address - Shelley College, Huddersfield Road, Shelley, HD8 8NL

16. Complaints, issues and escalation

SHARE MAT takes any complaints about its collection, management and use of personal data very seriously.

If you believe that the way we are processing your personal data is unfair, misleading or inappropriate, or if you have any other concerns regarding your personal data, please contact our DPO immediately.

If you believe that your complaint is not being handled effectively or you would like external advice, please contact the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF