



PARENTS AND GUARDIANS PRIVACY NOTICE

PRIVACY NOTICE FOR PARENTS AND GUARDIANS ACROSS THE TRUST

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1. Overview

Under the existing Data Protection Law (1998) and The General Data Protection Regulation 'GDPR' (2018) it is a requirement for all individuals to be correctly informed about what an organisation does with your personal data. SHARE MAT provide all parents/carers with the ability to view how we use personal data via a 'Privacy Notice' (also referred to as a 'Fair Processing Notice').

Within this privacy notice we aim to outline how we; collect, store, manage, edit, erase and control an individual's personal data.

At SHARE MAT we employ a Data Protection Office to oversee Data Protection and GDPR. If you wish to contact our DPO please visit the 'contact us' 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

It is a requirement for all Schools and Public Authorities to adhere to the GDPR and Data Protection legislation, set out in the Data Protection Law 1998 and the GDPR 2018.

This policy is based on the guidelines set out by the Information Commissioners Office (ICO) and The General Data Protection Regulation (2018) and Data Protection (1998) legislations. This policy also follows the guidance of the Protection of Freedoms Act (2012) to ensure the protection of biometric data. In addition, this policy also complies with the Trust's funding agreements and articles of association.

3. Definitions and key terminology

All of the definitions listed below are frequently used within this policy and directly associate to the Data Protection Act (1998) and the GDPR (2018). If you require further information on any of the terminology used within this policy, please contact our DPO. All details can be found within the 'contact us' section of the policy.

Term	Definition
Personal data	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:



	<ul style="list-style-type: none">• Name (including initials)• Identification number• Location data• 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, including 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



	<ul style="list-style-type: none"> • 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 'DPO' is an abbreviation of the term, Data Protection Officer. A 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 ICO (Information Commissioners Office) and the legal authority whom manage GDPR and Data Protection.
A DPIA (Data Protection Impact Assessment)	A DPIA is a process that we carry out in order to assess if we are carrying out process in line with relevant legislation.
SAR/ DSAR	A 'SAR' or sometimes referred to as a 'DSAR', is an abbreviation of the word Subject Access Request. This is when a data subject formally lodges a request to view/ access their personal data that is held on them.

4. Personal data we hold

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



Personal data that we may choose to collect, use, store and share (when appropriate) about you, 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 collect 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 follow the guidelines outlined within Article 6, The GDPR, Lawfulness of Processing, when assessing if we believe we have 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
- 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 and concise from the offset, 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 for. 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 collect personal data from you as an essential requirement. There are occasions whereby 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 we inform 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 ensure that all data that we store on you is secure, safe and in line with legislation.

All personal data that we collect on you, as a data subject, will be stored in a secure file. This information is restricted in use to ensure 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 whereby all passwords are random and non-traceable
- Encrypted software is used on all electronic tools
- Data Sharing Agreements are in place where data is required to be shared with a 3rd party, contractor or additional source

9. How we share your data

SHARE MAT will not share your personal data with any 3rd parties unless we inform you or ask 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 whereby your data may be shared, please see the ICO's website.

Where it is legally required to share personal data, we may share your data with (but not limited to):

- Our local authority
- The Department of Education
- Your family or stated emergency contact
- Educators and examining bodies
- Our regulator, Ofsted
- Suppliers and service providers, all of which are covered under a Data Sharing Agreement
- Financial organisation
- Central and local government
- Our auditors
- Survey and research organisation (limited and you would be informed ahead of processing)
- Trade unions and associations
- Health authorities
- Security organisation
- 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 we no longer use, but is still retained, will be stored and archived up until the point where we assess its use and 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 we erase your data

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

For example, we will shred or incinerate any paper-based documents that we hold on you, either in-house or contracted by a pre-approved and safe supplier. We will overwrite, redact or erase any electronic files that we hold 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 any personal information that is held on them by an organisation. If you wish to find out what information SHARE MAT hold 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 school that you are employed at. 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 data protection regulations

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

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 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 our 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 it to provide youth support services, post-16 education and 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 have 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.

Holly Senior- Premises, Compliance and Data Protection Officer

Email- holly.senior@sharemat.co.uk

Telephone- 01484 868777

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

16. Complaints, issues and escalation

SHARE MAT take any complaints about our 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 Data Protection Officer immediately.

If you believe that your complaint is not being handled effectively or you would like external advice, please contact the Information Commissioners 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



Appendix A- Coronavirus (COVID-19) Additional data shared

During the Coronavirus pandemic, SHARE MAT is required to fully cooperate with external organisations in order to communicate correct and accurate data relating to positive Coronavirus cases.

SHARE MAT's obligation is outlined within the Department for Education's 'Guidance for Full Opening: Schools' document issued in September.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

'Test and Trace'

SHARE MAT is required by the Department for Education to actively engage with the NHS 'Test and Trace' scheme.

SHARE MAT may be required to share personal details in order to support the operational requirements of 'Test and Trace'.

SHARE MAT will only share the essential data required to support 'Test and Trace'.

Reporting cases in school

SHARE MAT is required by the Department for Education to report all cases of Coronavirus to the following bodies:

- Department for Education Coronavirus Helpline
- Kirklees Council Infection Control Team
- Kirklees Council Emergency Planning Team
- Public Health England's Local Health Protection Team
- The Health and Safety Executive (under a 'RIDDOR' report)

SHARE MAT will only share the essential data required to support each organisation.

Reporting breaches of legislation to the Authorities

SHARE MAT is required by law to report any known breaches of Coronavirus legislation to the local authorities (i.e. Police).

SHARE MAT will only share the essential data required to support the organisation.