



**THE BAY
LEARNING TRUST**

Parent Privacy Statement

The Bay Learning Trust
The Lodge
Ripley St Thomas
Ashton Road
Lancaster
LA1 4RR

t 01524 581872

e admin@baylearningtrust.com

website baylearningtrust.com

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PARENT DATA PRIVACY STATEMENT

1 INTRODUCTION

- 1.1 **The Bay Learning Trust** is committed to protecting the privacy and security of its pupil's personal information, and those of parents/legal guardians. This Parent Privacy Statement provides you with important information about what, how, where, why and when the **Trust** collects and Processes you and your child's Personal Data.
- 1.2 This statement should be read in conjunction with our Data Privacy Policy which contains more generalised information about our data protection procedures.
- 1.3 The **Trust** is what is known as the 'Controller' of the Personal Data you provide to us or which we collect from third parties about your child or yourself. This means that **Trust** is responsible for deciding what personal information we gather and how we hold and use it.
- 1.4 The **Trust** Processes pupil's and parents personal data in accordance with data protection law. This includes the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
- 1.5 This statement applies to the personal information of pupil's aged 12 and under and to the personal information about pupil's parents held by the **Trust**.

2 WHAT IS PERSONAL DATA?

- 2.1 Personal Data (Personal Data) is any information that 'relates to' an identified or identifiable individual. It includes information relating to you, from which we can identify you directly or indirectly (e.g. because it includes your name).
- 2.2 It also includes information relating to you, from which you cannot be directly identified, if you can be identified from that information when it is used in combination with other information we hold about you.
- 2.3 Personal Data can include information relating to you that has been 'pseudonymised', meaning that any information that directly or indirectly identifies you (e.g. your name) is removed and replaced with one or more artificial identifiers or pseudonyms (e.g. pupil number).
- 2.4 However, truly anonymous data, or data that has had any identifying information permanently removed from it, does not count as Personal Data.
- 2.5 When considering whether information 'relates to' you or your child for the purposes of Data Protection Legislation, we take into account a range of factors, including the content of the information, the purpose or purposes for which we are Processing it, and the likely impact or effect of that Processing on you.

3 WHAT IS 'PROCESSING'?

- 3.1 Any activity that involves the use of your Personal Data is referred to as Processing (Processing or Process). It includes:
 - 3.1.1 Obtaining, recording or holding Personal Data (e.g. asking you to complete forms);
 - 3.1.2 Carrying out any operation or set of operations on Personal Data such as organising, amending, retrieving, using, disclosing, erasing or destroying it (e.g. recording relevant information on the pupil's file); and

- 3.1.3 Transmitting or transferring Personal Data to third parties (e.g. transferring data to local youth services).

4 WHAT TYPES OF PERSONAL DATA DO WE PROCESS?

4.1 The **Trust** Processes many different categories of pupil information. This may include;

- 4.1.1 personal identifiers and contacts (such as name, unique pupil number, contact details and address);
- 4.1.2 characteristics (ethnicity, language, free school meal eligibility);
- 4.1.3 safeguarding information;
- 4.1.4 special educational needs;
- 4.1.5 medical and administrative;
- 4.1.6 attendance;
- 4.1.7 assessment and attainment;
- 4.1.8 trips and activities;
- 4.1.9 identity management/authentication; and,
- 4.1.10 behavioural information.

4.2 The **Trust** also Processes the following categories of personal information in relation to parents;

- 4.2.1 personal identifiers and contacts; and,
- 4.2.2 characteristics.

5 HOW DO WE COLLECT PERSONAL DATA?

- 5.1 Most of the personal information the **Trust** collects is provided to us directly by parents and pupils. We also collect personal information via registration forms and **[include other ways you obtain information]**.
- 5.2 Most of the information you provide to us is mandatory, however, some will be requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

6 HOW DO WE USE PERSONAL DATA?

- 6.1 Most of the personal information relating to pupils the **Trust** Processes is provided to us directly by you for one of the following reasons;
 - 6.1.1 to support learning;
 - 6.1.2 to monitor and report on pupil's attainment progress;
 - 6.1.3 to provide appropriate pastoral care;
 - 6.1.4 to assess the quality of our services;
 - 6.1.5 to keep pupils safe; and,

- 6.1.6 to meet our statutory duties.
- 6.2 The **Trust** also receives personal information indirectly, from the following sources;
 - 6.2.1 social services;
 - 6.2.2 previous schools;
 - 6.2.3 the police; and,
 - 6.2.4 medical professionals.
- 6.3 Under UK GDPR, the lawful bases we rely on for Processing pupil information are;
 - 6.3.1 consent;
 - 6.3.2 we have a legal obligation; and,
 - 6.3.3 we are performing a public task.
- 6.4 The **Trust** also Processes the personal information of pupil's parents to aid their learning and we have a legitimate interest to do so.
- 7 **HOW DO WE STORE YOUR PERSONAL INFORMATION?**
- 7.1 The **Trust** stores pupil and parent data for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see Records Retention Policy.
- 8 **WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?**
- 8.1 The **Trust** does not share personal information with anyone without consent unless the law and our policies allow us to do so.
- 8.2 The **Trust** will routinely share pupil information with;
 - 8.2.1 any school that the pupil attends after leaving;
 - 8.2.2 the local authority;
 - 8.2.3 youth support services;
 - 8.2.4 the Department for Education;
 - 8.2.5 the NHS; and,
 - 8.2.6 within our Multi Academy Trust.]
- 9 **CHANGES TO YOUR PERSONAL DATA**
- 9.1 It is important that the Personal Data we hold about pupils is accurate and current. Please keep us informed if your personal information changes during their time at the **Trust**.
- 10 **YOUR DATA PROTECTION RIGHTS**
- 10.1 Under data protection law, you have rights, including;
 - 10.1.1 **Right to be informed** – about how and why your data is being used.

- 10.1.2 **Right of access** – you have the right to ask us for copies of your personal information;
 - 10.1.3 **Right to rectification** – you have the right to ask us to rectify personal information you think is inaccurate or to ask us to complete information;
 - 10.1.4 **Right to erasure** – you have the right to ask us to erase your personal information in certain circumstances;
 - 10.1.5 **Right to restriction of Processing** – you have the right to object to the Processing of your personal information in certain circumstances;
 - 10.1.6 **Right to data portability** – you have the right to ask that we transfer the personal information we hold about you to another organisation.
 - 10.1.7 **Right to not to be subject to a decision based solely on automated processing** – for decisions that have a have a legal or similarly significant effect on individuals.
- 10.2 You are not required to pay any charge for exercising your rights. If you make a request we must respond in one month.
- 10.3 Please contact Gavin Gomersall, The Data Protection Officer, The Bay Learning Trust, The Lodge, Ripley St Thomas CE Academy, Ashton Road, Lancaster LA1 4RR if you wish to make a request.

11 HOW TO COMPLAIN OR WITHDRAW CONSENT

- 11.1 If you have any concerns about our use of your personal information, wish to exercise your rights in relation to your Personal Data, or make a complaint, please let us know by contacting Gavin Gomersall, The Data Protection Officer, The Bay Learning Trust, The Lodge, Ripley St Thomas CE Academy, Ashton Road, Lancaster LA1 4RR.
- 11.2 You can also complain to the ICO if you are unhappy with how we have used your data.

12 CHANGES TO THIS DATA PRIVACY STATEMENT

- 12.1 We keep our practices and policies regarding the collection, Processing and security of Personal Data under continual review and may update them from time to time. We therefore reserve the right to change this Data Privacy Statement at any time. We will notify you of any changes made at the appropriate time and may re-issue a new Data Privacy Statement if appropriate.