

**SIR GRAHAM BALFOUR  
MULTI-ACADEMY TRUST**



**Privacy Notice –  
Parents and Carers**

## Introduction

Under data protection law, individuals have a legal right to be informed about how the Trust uses any personal data that held about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about parents and carers of students at our school.

We, Sir Graham Balfour Multi Academy Trust (SGBMAT), are the 'data controller' for the purposes of data protection law.

Our data protection officer can be contacted via DPOCentre (see 'Contact us' below).

## The personal data we hold

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

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Photographs and CCTV images captured in school
- Records of your correspondence and contact with us

We may also collect, use and hold information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Family circumstances
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers

We may also hold data about you that we have received from other organisations, including other schools and social services.

## Why we collect and use this data

We use the data listed above to:

- a) Report to you on your child's attainment and progress
- b) Keep you informed about the running of the school (such as emergency closures) and events
- c) Provide appropriate pastoral care
- d) Protect pupil welfare
- e) Administer admissions waiting lists
- f) Assess the quality of our services
- g) Carry out research
- h) Comply with our legal and statutory obligations

## Use of your personal data for marketing purposes

We will not send you any marketing information promoting campaigns, charitable causes or services that may be of interest to you.

## Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will update any relevant privacy notices in order to explain the processing and your right to object to it.

## Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in the section above are:

- in accordance with the 'public task' basis – *we need to process data to fulfil our official duties as a school*
- in accordance with the 'legal obligation' basis – *we need to process data to meet our responsibilities under law*
- in accordance with the 'consent' basis – *we will obtain consent from you to use your personal data*
- in accordance with the 'vital interests' basis – *we will use this personal data in a life-or-death situation*
- in accordance with the 'contract' basis – *we need to process personal data to fulfil a contract with you or to help you enter into a contract with us*
- in accordance with the 'legitimate interests' basis – *where there's a minimal privacy impact and we have a compelling reason*

Where we have obtained consent to use your data, this consent may be withdrawn at any time. We will make this clear when requesting your consent, and explain how consent can be withdrawn.

## Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you are physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is actioned by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is actioned by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when there is both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## Collecting this data

While the majority of information we collect about you is mandatory, there are some occasions when you can choose whether or not to provide the data requested.

We will always make it clear when it is optional to provide information. If it is mandatory to provide the data, we will explain the consequences of what might happen if you do not comply

Most of the data we hold about you will come from you, but we may also hold data from other sources, including:

- Local authorities
- Government departments or agencies
- Your children
- Police forces, courts, tribunals

## How we store this data

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our trust if this is required in order to comply with our legal obligations. Our Records Management Policy sets out how long we keep information about parents and carers.

To obtain a copy of our Records Management Policy, please contact [office@sirgrahambalfour.staffs.sch.uk](mailto:office@sirgrahambalfour.staffs.sch.uk).

We have security measures in place to prevent your personal information from being accidentally lost, altered, disclosed, used or accessed in an unauthorised way.

Your personal data will be disposed of securely in accordance with our Records Management Policy.

## Who we share data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary for any other reason allowed under the data protection law, we may share personal information about you with:

- Our local authority – *to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions*
- Our regulator, *e.g. Ofsted*
- Suppliers and service providers – *to enable them to provide the service we have contracted them for, e.g. Parent Pay*
- Health authorities – *so they can look after your child's wellbeing e.g. vaccination consent*
- Health and social welfare organisations – *to meet our legal duties regarding safeguarding pupils*
- Charities and voluntary organisations – *so they can provide services we have contracted them for e.g. counselling*
- Police forces, courts, tribunals – *to meet our legal duties to share information with them e.g. court orders, criminal activity, safeguarding*

## Transferring data internationally

Where we transfer your personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

In cases where we have safeguarding arrangements in place, you can obtain a copy of these arrangements by contacting the data protection officer.

## Your rights

### How to access personal information that we hold about you

Under data protection legislation, Individuals have a right to make a 'subject access request' (SAR) to gain access to personal information that the Trust holds about them.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it

- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we obtained it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also request to have your personal information transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see “Contact us” below) or send an email to [office@sirgrahambalfour.staffs.sch.uk](mailto:office@sirgrahambalfour.staffs.sch.uk) with “Subject Access Request” in the heading.

## Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the processing of your personal data if it is likely to cause, or is causing, damage or distress
- Prevent your data being used for the purpose of direct marketing
- Object to, and challenge, the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner’s Office
- In certain circumstances, claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see ‘Contact us’ below).

## Complaints

We take any complaints about our collection and use of personal information very seriously, so if you have any concerns, please raised these with our Data Protection Officer in the first instance.

Alternatively, you can make a complaint to the Information Commissioner’s Office:

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

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, our **data protection officer** can be contacted via:

- [DPO@sirgrahambalfour.staffs.sch.uk](mailto:DPO@sirgrahambalfour.staffs.sch.uk)
- Or Tel: 0203 797 6340.

or contact our MAT data protection lead who has day-to-day responsibility for data protection issues in our school:

- Rebecca Kerr [businessmanager@sirgrahambalfour.staffs.sch.uk](mailto:businessmanager@sirgrahambalfour.staffs.sch.uk)

## **Other Disclosures**

We will advise you at the time, should we wish to disclose your information to any other appropriate third party (i.e. new contractors/partners), and this Privacy Notice will be updated.

## **Updates to this Privacy Notice**

We may make updates to this Privacy Notice from time to time, especially if legislation/regulation or guidance changes. For the latest copy, please visit our website.