Privacy Notice – Parents/Carers

Under the data data protection law ([the General Data Protection Regulation](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/)), individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **students**.

We, John Taylor Multi Academy Trust, are the ‘data controller’ for the purposes of data protection law.

You can [contact our data protection officer (DPO) here](https://jtmat.co.uk/privacy/useful-contacts/).

The personal data we hold

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

* Contact details, contact preferences, date of birth, identification documents
* Results of internal assessments and externally set tests
* Student and curricular records
* Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
* Bio-metric information, such as finger prints
* Exclusion information
* Behavioural information
* Details of any medical conditions, including physical and mental health
* Attendance information
* Safeguarding information
* Details of any support received, including care packages, plans and support providers
* Photographs
* CCTV images captured

We may also hold data about students that we have received from other organisations, including other schools or academies, local authorities and the Department for Education.

Why we use this data

We use this data to:

* Support student learning
* Monitor and report on student progress
* Provide appropriate pastoral care
* Provide appropriate systems to enhance learning
* Protect student welfare
* Assess the quality of our services
* Administer admissions waiting lists
* Carry out research
* Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use students’ personal data when the law allows us to. Most commonly, we process it where:

* We need to comply with a legal obligation
* We need it to perform an official task in the public interest
* We need it to perform a contract

Less commonly, we may also process students’ personal data in situations where:

* We have obtained consent to use it in a certain way
* We need to protect the individual’s vital interests (or someone else’s interests)

Where we have obtained consent to use students’ personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students’ personal data overlap, and there may be several grounds which justify our use of this data.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

We may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Collecting this information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about students while they are attending academies within our trust . We may also keep it beyond their attendance at our trust if this is necessary in order to comply with our legal obligations. Our [Records Management Policy](https://jtmat.co.uk/privacy/policies/) sets out how long we keep information about students.

Data sharing

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with [these organisations/providers](https://jtmat.co.uk/privacy/who-do-we-share-data-with/).

Transferring data internationally

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

Parents and students’ rights regarding personal data

Individuals have a right to make a **‘subject access request’** to gain access to personal information that the Trust holds about them.

Parents/carers can make a request with respect to their child’s data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the Trust holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

* 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 got it from, if not from you or your child
* 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request [click here to find all the information you require](https://jtmat.co.uk/privacy/subject-access-freedom-of-information-requests/).

Other rights

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 use of personal data if it would cause, or is causing, damage or distress
* Prevent it being used to send direct marketing
* Object to decisions being taken by automated means (by a computer or machine, without any human intervention)
* In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

To exercise any of these rights, please [contact our data protection officer](https://jtmat.co.uk/privacy/useful-contacts/).

Complaints

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, [please follow our complaints procedure](https://jtmat.co.uk/privacy/complaints/).

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please [contact our data protection officer](https://jtmat.co.uk/privacy/useful-contacts/).