Privacy Notice for Parents and Carers

How We Use Your Child's Personal Information

Note to schools

This privacy notice is for parents of children who would not be capable of understanding and exercising their rights over their own data. There is no age oresumption for understanding.

Use the **privacy notice for pupils** if you have children you consider capable, either alongside or instead of this notice.

Contents

1. Introduction 2
2. Information We Hold About Your Child 2
3. Why We Use This Information 2
4. Why We Are Allowed to Use This Information 3
5. How We Collect This Information 3
6. How We Keep This Information Safe 3
7. Who We Share This Information With 3
8. Your Rights 4
9. Complaints 5
10. Contact Us 5

1. Introduction
The law says that schools must tell people how they use personal information.

This privacy notice explains how our school collects, uses, stores and shares information about pupils.

DNEAT (called "the Trust" in this notice) is responsible for looking after this information.

Our Data Protection Officer is **Hannah Monk, Head of Governance**. You can find her contact details at the end of this notice.

2. Information We Hold About Your Child
We may collect and keep information about your child, including:

- Name, date of birth and contact details
- Identification documents
- Test and assessment results
- School records
- Attendance records
- Exclusion records
- Safeguarding information
- Details of any support your child receives

We may also keep more sensitive information, such as:

- Medical information, including physical and mental health needs
- Photographs and CCTV images
- Information about ethnicity
- Information about special educational needs (SEND)

Sometimes we receive information about your child from other organisations, such as:

- Other schools or academy trusts
- Local authorities
- Social services

3. Why We Use This Information
We use your child's information to:

- Help them learn
- Track and report their progress
- Support their wellbeing
- Keep them safe
- Improve our school services
- Manage admissions and waiting lists
- Carry out research
- Meet our legal duties

Marketing Information
If you have agreed, we may send information by email or text about:

- School events
- Campaigns
- Charities
- Services that may be useful or interesting

You can stop receiving these messages at any time by clicking **"Unsubscribe"** or contacting us.

Automated Decisions
We do not use computers to make decisions about pupils without a person being involved.
If this changes, we will let you know.

4. Why We Are Allowed to Use This Information
The law allows us to use your child's information because:

- We must meet our legal duties as a school.
- You have given us permission.
- We need the information to provide education and support.
- We have a valid reason to run school clubs and activities.

If you have given permission for us to use information, you can change your mind at any time.

Sensitive Information
We only use sensitive information when the law allows us to, for example:

- When you have given clear permission
- To protect someone's health or safety
- To provide health or social care support
- To meet legal requirements
- To protect legal rights

5. How We Collect This Information
Most information comes from parents and carers on forms we provide or through communication with us in emails etc.

We may also receive information from:

- Local authorities
- Government departments
- Police forces
- Courts or tribunals
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Some information must be provided by law or school requirements. When this happens, we will explain why and what could happen if it is not provided.

6. How We Keep This Information Safe
We keep your child's information while they attend our school. Sometimes we need to keep it for longer if the law requires us to.

We use secure systems and procedures to help prevent information from being:

- Lost
- Changed
- Shared without permission
- Seen by people who should not have access to it

When we no longer need the information, we delete or destroy it securely.

7. Who We Share This Information With
We do not share your child's information unless we have a good reason to do so, such as keeping children safe or meeting legal requirements.
We may share information with:

- Local authorities, including Norfolk and Suffolk County Councils
- Government departments and agencies
- Youth support services
- Ofsted

- School service providers, such as caterers and assessment systems
- Financial organisations
- Auditors
- Research organisations
- Health services
- Social care organisations
- Security organisations
- Professional advisers
- Charities and voluntary organisations
- Police, courts and tribunals

National Pupil Database (NPD)
Schools must provide some pupil information to the Department for Education. This information may be stored in the **National Pupil Database (NPD)**. The NPD helps the government understand how schools are performing and supports education research.

The Department for Education may share information from the NPD with approved organisations that help improve education or children's wellbeing. These organisations must follow strict rules about how they use the information.

Sharing Information Outside the UK
Sometimes information may be shared with organisations in other countries.
If this happens, we will make sure your child's information is protected in line with UK data protection law.

8. Your Rights
Seeing Information We Hold About Your Child
You can ask to see the personal information we hold about your child. This is called a **Subject Access Request**.
If we hold information about your child, we can tell you:
- What information we have
- Why we use it
- How long we keep it
- Where it came from
- Who it has been shared with
- Whether any automated decision-making is used
- Provide a copy of the information

In some cases, information can also be sent directly to another organisation at your request.

If we consider that your child can understand their rights, we will seek their consent when fulfilling a Subject Access Request for their information.

Access to Educational Records
Parents do not automatically have the right to see educational records in academies. However, we will usually consider requests. To ask for a copy of your child's educational record, please contact the school office.

Other Rights
You may also have the right to:
- Object to how we use your child's information
- Stop information being used for direct marketing
- Challenge computer-made decisions
- Correct incorrect information

- Ask for information to be deleted in some cases
- Restrict how information is used in some cases
- Withdraw permission you have previously given
- Be told about certain data breaches
- Make a complaint
- Ask for compensation if data protection laws have been broken

To use any of these rights, please contact us.

9. Complaints

We take concerns about personal information seriously.

If you are unhappy about how we collect or use information, please contact us first through the Trust's Data Protection Complaints Procedure.

If you are still unhappy, you can contact the **Information Commissioner's Office (ICO)**:

- Website: https://ico.org.uk/make-a-complaint/
- Telephone: 0303 123 1113

The Information Commissioner's Office will expect that the Trust's procedure has been used first.

10. Contact Us

If you have any questions about this privacy notice or your child's information, please contact:

Hannah Monk
Head of Governance and Data Protection Officer
Email: governance@donesc.org
Telephone: 01603 550150
Address: DoNESC, Orchard House, East Tuddenham, Norfolk, NR20 3LR