

## Privacy Notice (How we use Parent/Carer Information)

### What is a Privacy Notice?

The purpose of a privacy notice is to explain how you and your family's personal information may be used. It details why we collect information and who we may share it with.

### Who we are:

The Long Eaton School, Merrill Academy and Lees Brook Community School are part of the Academy Trust called the Northworthy Trust. The Trust is the organisation which is in charge of personal information which means that the Trust is called the Data Controller. The Trust collects and holds personal information relating to students which includes information about their parents/carers. We obtain information about you from admissions forms, from previous schools and from the local authority.

### What information is collected?:

- Personal information (such as name, address, contact details and places of employment so that we can contact you in an emergency).
- We will ask whether you are a member of the armed forces, as this is a criteria for additional funding.
- We will ask you to provide two emergency contact details to use if we are unable to contact you.

### Why we collect and use this information:

We use parent/carers data:

- To communicate with you
- Safeguard and promote the welfare of your child
- Monitor and report on student progress
- Provide appropriate pastoral care
- Provide statutory services (eg assessment for free school meals eligibility)
- Fulfil our legal obligations

### Who we share information with:

We will not give information about you or your family to anyone outside the school without your consent unless the law and our rules allow us to do so. Organisations have a legal right to share information when it is in the best interests of the young person. Sometimes we have a duty to share information and would need to justify why we did not. However, we only share information when professionals who have a legitimate need in order to provide you or your family with support or an intervention. We may share student information with:

- CAPITA Business Services (SIMS – School Management System)
- Invenry (Signing in System)
- Local Authority
- Your child's new school if they move schools

- Disclosures connected with SEN support – e.g. non-LA professionals
- School Nurse
- School Counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- NHS
- Police for investigative purposes
- School Gateway, Eduspot, SIMS In Touch (Communication Systems)
- Parents Evening Booking System
- The Fizz Group, Master School Portraits, Jane Stapleton School Photography (School Photographers)
- Provider of Youth Services

The Trust do not normally transfer information to a different country which is outside the European Economic Area. This would only happen if a parent lived abroad, if a student moved to a new school abroad or if students take part in an educational visit overseas. If this happens we will ensure that it is safe to transfer information by looking at whether that other country has good data protection laws for example. If this is not possible then we will contact students/parents to get consent to send information.

**How long we keep your information:**

We keep your information securely and only for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in our MIS (Management Information System). We usually keep information until your child’s 25th birthday, unless they move to another school. Please see our Records Retention Policy which is available on the School Website or from the School Office for further details.

**Requesting access to your personal data:**

Under data protection legislation, parents/carers have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child’s educational record, please contact the school office. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

**Contact**

If you want to contact us about your personal information, you can contact our Data Protection Officer who is Mrs Jayne Stone, The Northworthy Trust, The Long Eaton School, Thoresby Road, Long Eaton, Nottingham, NG10 3NP.