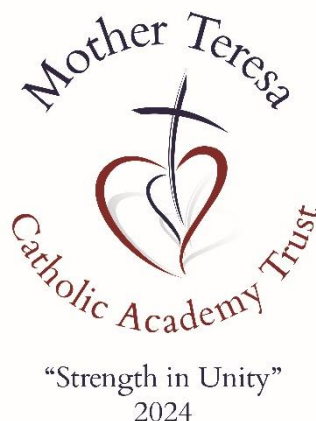




TRUST

PRIVACY NOTICE (Parents and Carers)

September 2024

Mother Teresa Catholic Academy Trust

Date approved by Directors	1st September 2024
Review Date	1st September 2025
Body Responsible for Review	Full Board

Document Control	
V1.0	30.01.24

MTCAT VISION & VALUES

VISION

"STRENGTH IN UNITY" - The power of a couple or team pulling together, working for the same goal, striving to reach a common destination, is far greater than the sum of its parts.

OUR VISION is to create a nurturing and enriching educational community where the light of Christ shines brightly, guiding the journey of our children aged 2-19. In unity, we will provide an exceptional Catholic education that empowers children to achieve their highest potential, guided by the light and truth of Christ. Together, we build a future filled with hope, love, and the promise of a brighter tomorrow.

STATEMENT OF INTENT "Privacy Notice for Parents and Carers"

PRIVACY NOTICE FOR PARENTS AND CARERS

The Trust/schools collect data and information about parents or carers of our pupils so that we can operate effectively as a Trust/school. This privacy notice explains how and why we collect parent / carer data, what we do with it and what rights parents have. The term "parent" is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the pupil, with whom the pupil lives or whether the pupil has contact with that parent), and also includes non-parents who have parental responsibility for the pupil, or with whom the pupil lives. It is therefore possible for a pupil to have several "parents" for the purposes of education law. This privacy notice also covers other members of pupils' families who we may process data about from time to time, including, for example, siblings, aunts and uncles and grandparents. Why do we collect and use parent / carer information? The majority of data processed by the Trust/schools is for lawful reasons in order to carry out its business and fulfil statutory requirements which means that consent is not needed.

We collect and use parent / carer information under the following lawful bases:

- Where it is necessary for compliance with a legal obligation (Article 6 (c)).
- Where processing is necessary to protect the vital interests of the data subject or another person (Article 6(d)).
- Where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6)

- Where we have the consent of the data subject (Article 6 (a)). Where the personal data we collect about parents / carers is sensitive personal data, we will only process it where:
- Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.
- Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, where we respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
- It is used for the purpose of preventive or occupational medicine.
- Processing is carried out in the course of legitimate activities with appropriate safeguards.
- Processing relates to personal data manifestly made public by the data subject.
- It is necessary for the establishment, exercise or defence of legal claims.
- We have explicit consent

We use the parent / carer data to support our functions of running the Trust/ schools, in particular to:

- Manage admissions to the schools.
- Support pupil learning.
- Monitor and report on pupil progress.
- Provide appropriate pastoral care.
- Assess the quality of our services.
- Comply with the law regarding data sharing.
- For the protection and welfare of pupils and others in the schools.
- For the safe and orderly running of the schools.
- To promote the schools.
- To communicate with parents and carers.

In addition, the Trust/schools may also use CCTV cameras around the school sites for security purposes and for the protection of staff and pupils. CCTV footage may be referred to during the

course of disciplinary procedures (for staff or pupils) or to investigate other issues. CCTV footage involving pupils will only be processed to the extent that it is lawful to do so.

The categories of parent / carer information that we collect, hold and share include:

- Personal information (such as name, address, telephone number and email address).
- Information relating to your identity, marital status, employment status, religion, ethnicity, language, medical conditions, nationality, country of birth and free school meal / pupil premium eligibility / entitlement to certain benefits, information about court orders in place affecting parenting arrangements for pupils). From time to time and in certain circumstances, we might also process personal data about parents / carers, some of which might be sensitive personal data, information about criminal proceedings / convictions or information about child protection / safeguarding. This information is not routinely collected about parents / carers and is only likely to be processed by the school in specific circumstances relating to particular pupils, for example, if a child protection issue arises or if a parent / carer is involved in a criminal matter. Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and / or the Police.

Such information will only be processed to the extent that it is lawful to do so and appropriate measures will be taken to keep the data secure. We collect information about parents / carers before pupils join the school and update it during pupils' time on the roll as and when new information is acquired.

Collecting parent / carer information

Whilst the majority of information about parents / carers provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain parent / carer information to us or if you have a choice in this. Where appropriate, we will ask parents / carers for consent to process personal data where there is no other lawful basis for processing it, for example where we wish to ask your permission to use your information for marketing purposes. Parents / carers may withdraw consent given in these circumstances at any time.

In addition, the Trust/schools may also use CCTV cameras around the school site for security purposes and for the protection of staff and pupils. CCTV footage may be referred to during the course of disciplinary procedures (for staff or pupils) or investigate other issues. CCTV footage involving parents / carers will only be processed to the extent that it is lawful to do so.

Storing parent / carer data

A significant amount of personal data is stored electronically, for example, on our schools' database, SIMS. Some information may also be stored in hard copy format. Personal data may be transferred to other countries if, for example, we are arranging a school trip to a different country. Appropriate steps will be taken to keep the data secure. We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, insurance or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Who do we share parent / carer information with?

We routinely share parent / carer information with:

- Schools that pupils attend after leaving us.
- Local Authorities.
- The Department for Education (DfE).
- Trust / school directors/governors.
- Educational regulators such as Ofsted.
- The academy auditors.
- Health and social welfare organisations.
- Police forces, courts and tribunal as required by law

From time to time, we may also share parent / carer information with other third parties including the following:

- Prevent teams in accordance with the Prevent Duty on Trusts and schools.
- Other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances.
- Our legal advisors.

- Our insurance providers.

In the event that we share personal data about parents / carers with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

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 ("Subject Access Request"). To make a request for your child's personal data, or be given access to your child's educational record, contact the Designated GDPR Lead at the individual schools listed in Appendix 1. Any written request for personal data will be treated as a subject access request.

The legal timescales for the academy to respond to a subject access request is one calendar month. As the Trust/school has limited staff resources outside of term time, we encourage parents / carers to submit subject access requests during term time and to avoid sending a request during periods when the Trust/School is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible. No fee usually required You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances. What we may need from you We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person

Who has no right to receive it?

You also have the right to:

- Object to the 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.
- Claim compensation for damages caused by a breach of data protection.

Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact: If you would like to discuss anything in this privacy notice or to make a subject access request, please contact the appropriate school, listed in Appendix 1

BACKGROUND INFORMATION

This document is a statement of Privacy Notice (Parents and Carers) for Mother Teresa Catholic Academy Trust. It was developed by the Trust Directors.

Signed:	Date:	Review Date:
Col David Kenny OBE Chair of Directors	01.09.24	01.09.25

Appendix 1

- All Hallows Catholic School, Weybourne Road, Farnham GU9 9HF
- St. Anne's Catholic Primary School, Pinkerton Road, Basingstoke RG22 6RE
- St. Edmund Campion Catholic Primary School, Atwood Road, Maidenhead SL6 4PX
- St Francis Catholic Primary School, Coronation Road, Ascot SL5 9HG
- St Joseph's Catholic Primary School, Bridge Road Aldershot GU11 3DD
- St. Margaret Clitherow Catholic Primary School, Penbroke Hanworth, Bracknell RG12 7RD
- St Mary's Catholic Primary School, Crookham Road, Maidenhead SL6 7EG
- St Teresa's Catholic Primary School, Easthampsted Road, Wokingham RG40 2EB