

## **Parent / Carer Privacy Notice**

### **Privacy Statement**

We are Inspire Education Trust, which is a Multi Academy Trust (MAT). We can be contacted c/o Hearsall Academy, Kingston Road, Earlsdon, Coventry CV5 6LR. During your child's time with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left Inspire Education Trust. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

The Trust registration number is ZA764316.

### **What information do we process in relation to you?**

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)
- financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend certain of our sites
- your relationship to your child, including any Court orders that may be in place
- visit details when you sign in at a school reception, including dates and times, your photograph, vehicle registration, and who you have visited.

We will also use special categories of data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

### **Where do we get your personal data from?**

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins one of our schools, and when you attend a site and are captured by our CCTV system.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

### **Why do we use your personal data?**

We will process your personal data for the following reasons:

1. Where we are required by law, including:
  - To provide reports and other information required by law in relation to the performance of your child
  - To raise or address any concerns about safeguarding
  - To the Government agencies including the police
  - To obtain relevant funding for Inspire Education Trust
  - To provide or obtain additional services including advice and/or support for your family
2. Where the law otherwise allows us to process the personal data as part of our functions as a Multi Academy Trust, or we are carrying out a task in the public interest, including:
  - To confirm your identity
  - To communicate matters relating to Inspire Education Trust to you
  - To support pupil learning and provide appropriate pastoral care
  - To assess the quality of our service and/or handle complaints
  - To safeguard you, our pupils and other individuals
  - To enable payments to be made by you to Inspire Education Trust
  - To ensure the safety of individuals on any Inspire Education Trust site
  - To aid in the prevention and detection of crime including on any Inspire Education Trust site
3. Where we otherwise have your consent

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

### **Why do we use special category personal data?**

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary in order to ensure your health and safety on any Inspire Education Trust site, including making reasonable adjustments for any disabilities you may have.

3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

**Failure to provide this information**

If you fail to provide information to us we may be prevented from complying with our legal obligations.

**How long will we hold your personal data for?**

We retain personal data only for a legitimate and lawful reason and only for so long as necessary or required by law. Personal data relating to pupils, their families at the School is stored in line with the MAT's Data Protection Policy and Record Retention Schedule. Personal data is only stored for as long as is necessary to complete the task for which it was originally collected.

Personal data relating to parents at the MAT is stored in line with the MAT's [Data Protection Policy and record retention and archiving procedures](#).

**Who will we share your personal data with?**

We routinely share information about you with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/or the Education and Skills Funding Agency, in compliance with legal obligations of the MAT to provide information about students and parents as part of statutory data collections
- Contractors, such as payment processing providers to enable payments to be made by you to Inspire Education Trust
- Schools your child transfers to after leaving Inspire Education Trust to assist them in the exercise of their responsibilities in relation to education and safeguarding purposes
- Ofsted will infrequently require short term access to personal information from pupils to generate regulatory reports
- Authorities in relation to the prevention of crime
- Suppliers and service providers to allow them to perform contracts for services

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about Coventry local authority's data sharing process, please visit: <https://www.coventry.gov.uk>

Contact details for Coventry local authority can be found at <https://www.coventry.gov.uk/contactus>

The Trust uses Microsoft Office 365 applications, including Teams, to collaborate and communicate with staff, pupils and parents. Any use of services within the Trust are subject to security controls and staff training.

The Trust uses Weduc for parental engagement and communication purposes.

### **Youth support services**

Once our pupils reach the age of 13, we pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service via a secure web portal and is stored on a cloud service within the UK and held for a period of one year.

### **CPOMS**

Working alongside school's existing safeguarding processes we use CPOMS which is a system which enables us to manage child protection, behavioural issues, bullying, special educational needs, domestic issues and much more. It is a system which ensures that students are safe and fully supported, and staff are trained and use CPOMS to report any concerns about the children in their care. When a child transfers from one school to another, information from CPOMS can also be transferred to the new school if they also use CPOMS. The transfer of information is done in a secure way and means that the safeguarding of a child is continued when they have left a school. The Safeguarding Lead at the Local Authority has access to CPOMS for emergency use, for example when schools are not in session.

### **International Transfers outside the European Economic Area**

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, ensuring there are adequate safeguards in place. The transfer mechanisms include standard contractual clauses.

### **Your rights in relation to your personal data held by us**

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact your child's form tutor, or the administration office at your child's school.

Please also refer to our Data Protection Policy for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- Be informed about how the MAT uses your personal data
- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified
- Restrict processing of your personal data
- Object to the making of decisions about you taken by automated means
- Have your data transferred to another organisation
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Claim compensation for damage caused by a breach of your data protection rights
- Withdraw your consent and request that we erase your information where consent was used or where we no longer have a reason to keep it

If you want to exercise any of these rights then you should contact the administration office at your child's school. The law does not oblige Inspire Education Trust to comply with all requests. If Inspire Education Trust does not intend to comply with the request then you will be notified of the reasons why in writing.

### **Concerns**

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:

Warwickshire County Council DPO Service, our Data Protection Officer, via  
[schoolDPO@warwickshire.gov.uk](mailto:schoolDPO@warwickshire.gov.uk)

### **Changes to our privacy notice**

We keep our privacy notice under review and we will place any updates on this webpage. This privacy notice was last updated in July 2022.

### **Appendix**

*Walsgrave CofE Academy's uses CCTV for the following purposes:*

- *To provide a safe and secure environment for pupils, staff and visitors.*
- *Footage may be used as evidence during internal disciplinary proceedings, grievance procedures or complaints where related to the provision of such a safe and secure environment, subject to the usual confidentiality requirements of those procedures.*
- *To prevent the loss of or damage to Walsgrave CofE Academy's buildings and/or assets*
- *To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders*

*For further information about our use of CCTV, please refer to our CCTV Policy:*

<https://www.ietrust.org/wp-content/uploads/2019/05/Wals-GDPR-CCTV-Policy-v.5-2.pdf>

*We use video conferencing platforms to communicate with staff, parents, students, and other organisations, including the delivery of parents evenings.*

*We use a variety of online learning platforms in order to support and enhance lessons, homework, and learning.*

*We use the online learning platform "Class Dojo" which transfers data to the US, protected by standard contractual clauses.*

*Our library provision is supplemented by online systems, allowing access to electronic reading materials and promoting literacy.*

*Data integration services link our MIS data to the aforementioned systems and platforms to enable them to function.*

*Carefully selected providers assist us with the operation and management of our ICT systems and services.*

*We share data with the Standards & Testing Agency who administer SATs tests, as required by the Department for Education*