



Parent/Carer Privacy Notice

Privacy notice

Kenton School and Studio West are two schools which are part of the Northern Leaders Trust (collectively referred to as “**Northern Leaders Trust**”, the “**Trust**”, “**we**”, “**us**” or “**our**”). During your child’s time with us, we will collect and use personal information relating to you.

This privacy notice sets out what personal information we collect and hold about you and how the Trust uses your personal information while your child attends one of our schools.

It is important that you read this privacy notice together with any other privacy policy or fair processing policy we may provide on specific occasions when we are collecting or processing personal information about you so that you are fully aware of how and why we are using your personal information.

Contact details

If you have any questions about this privacy notice or our privacy practices, please contact our data protection officer in the following ways:

Full name of legal entity: Northern Leaders Trust

Data protection officer: Tracy Carson

Email address: Tracy.Carson@northernleaderstrust.org

Postal address: Kenton School, Drayton Road, Newcastle upon Tyne, NE3 3RU

Telephone number: 0191 214 2201

Changes to the privacy notice and your duty to inform us of changes

We keep our privacy notices under regular review.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

What personal information do you collect?

We may collect the following personal information:

- Identity information includes first name, surname, marital status, your relationship to your child and Court orders that may be in place;
- Contact information includes delivery address, telephone number(s), email address and emergency contact details;
- Financial information includes bank account, payment card details, eligibility for free school meals and other financial assistance; and
- **Purchase information** includes details about payments to and from you and other details or services you have purchased from us.

We may collect sensitive data about you (including your race or ethnicity, religious or philosophical beliefs, information about your health, and genetic and biometric data). We may collect any personal information about criminal convictions and offences.

Where we need to collect personal data by law, or under the terms of a contract we have with you, and you fail to provide that personal information when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with a service). In this case, we may have to cancel a service you have with us but we will notify you if this is the case at the time.

Where do you get my personal information from?

We use different methods to collect personal information from and about you including through:

- **Direct interactions.** You may give us your personal information when your child joins one of the schools and when you attend the school site(s) and are captured by our CCTV surveillance system.
- **Third parties or publicly available sources.** We will receive personal information about you from various third parties and public sources as set out below:
 - Local Authorities;
 - Court; and
 - other professional bodies which might raise concerns in relation to your child.

What are you doing with my personal information?

We will only use your personal information when it is necessary such as:

- providing reports and other information required by law in relation to the performance of your child;
- raising or addressing any concerns about safeguarding;
- informing the Government agencies including the police;
- obtaining relevant funding for the school;
- providing or obtaining additional services including advice and/or support for your family;
- to confirm your identity;
- to communicate matters relating to the Trust or school to you;
- to safeguard you, our pupils and other individuals;
- to enable payments to be made by you to the school;
- to ensure the safety of individuals on the school sites;
- to aid in the prevention and detection of crime on the school sites; and
- to protect our school sites through the use of CCTV surveillance.

Whilst the majority of the personal information we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before we use your personal information.

Failure to provide this information

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

What is your legal basis for using my personal information?

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- where we need to perform the contract we are about to enter into or have entered into with you;
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests;
- where we need to comply with a legal obligation;
- where we need to protect the vital interests of others;
- where we need to perform a specific task in the public interest; and/or
- where we otherwise have your consent.

How long will we keep my personal information?

We will hold your personal information only for as long as necessary. How long we need to hold on to any personal information will depend on the type of personal information and the purpose for

processing that personal information. For further detail please see our Retention and Destruction Policy.

If your child changes school we may share your personal information with your child's new school.

Do you share my personal information with other organisations?

We routinely share personal information about you with:

- other schools or educational institutions your child may attend or require support from;
- Local Authorities and other governing/regulatory bodies for education and training, youth support and safeguarding purposes;
- the Department for Education and the Education and Skills Funding Agency;
- contractors such as payment processing providers to enable payments to be made by you to the Trust or schools; and/or
- other professionals i.e. health, social care etc.

The Department for Education may share personal information that we 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 for Education can be found at: <https://www.gov.uk/contact-dfe>.

Local Authorities may share personal information that we provide to them with other organisations. For further information about Newcastle City Council's data sharing process, please visit:

<https://www.newcastle.gov.uk>

Contact details for Newcastle City Council can be found at: <https://www.newcastle.gov.uk>

We require all third parties to respect the security of your personal information and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal information for their own purposes and only permit them to process your personal information for specified purposes and in accordance with our instructions.

Do you share my personal information outside the UK?

We do not transfer your personal data outside the UK.

How do you protect my information?

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal information breach and will notify you and any applicable regulator of a personal information breach where we are legally required to do so.

What are my rights?

You have the right to request access to information that we hold about you, subject to a number of exceptions. To make a request for access to your information, please use the contact details above.

If you want to exercise any of the rights below, then you should contact Tracy Carson, Data Protection Officer. If the Trust or school does not respond to your request, then you will be informed.

We try to respond to all requests within one month. Occasionally it could take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

Concerns?

If you are worried about how we are using your personal information then you can speak to your teacher, Year Leader or if necessary you or your parent/ carer can contact the Supervisory Authority - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.

How can I change my personal information?

This is called the 'right to rectification'. This gives you the right to correct any personal information that may be wrong or out of date.

How can I change how my personal information is used?

This is called the 'right to restrict processing'. This gives you the right to limit how we use your personal information.

How can I see what personal information you have about me?

This is called the 'right of access'. This gives you the right to receive copies of your personal information and other supplementary information. This is commonly referred to as a subject access request or 'SAR'.

You may have to pay a fee to access your personal information (or to exercise any of the other rights). We may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we could refuse to comply with your request in these circumstances.

We may need to request specific personal information from you to help us confirm your identity and ensure your right to access your personal information (or to exercise any of your other rights). This is a security measure to ensure that personal information is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

How can I move my personal information?

This is called the 'right to data portability'. This gives you the right to ask for and download personal information you've given us electronically or hard copy, so that you can:

- move;
- copy; or
- keep it for yourself.

How can I stop you using my personal information?

This is called the 'right to object'. This gives you the right to tell us to stop using your personal information.

How can I delete my personal information?

This is called the 'right to erasure'. This gives you the right to ask for your personal information to be deleted.

How can I change my mind?

This is called the 'right to withdraw consent'. This gives you the right to tell us that you've changed your mind on how your personal information is used.