



## Privacy Notice (parents)

You have a legal right to be informed about how Carlton le Willows Academy uses any personal information that we hold about you. This privacy notice explains how we collect, store and use your personal information. Carlton le Willows Academy is the data controller of the personal information you provide to us. This means the Academy determines the purpose and the way in which any personal information is to be processed.

As the data controller, Carlton le Willows Academy's staff and governors are committed to an integrated, systematic, comprehensive and proactive approach to privacy and the protection of personal information at all levels.

### 1. Why do we collect and use personal information?

Carlton le Willows Academy collects and uses personal information for the purposes of operating a comprehensive school and Sixth Form. As well as collecting personal information from the individual, we may also receive personal information from educational establishments attended, previous employers, the local authority (LA) and/or the Department for Education (DfE).

This privacy notice cannot provide exhaustive detail of all aspects of Carlton le Willows Academy's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. If you have any questions or require more details or clarification on this privacy notice, you can contact our data protection team, which includes our Data Protection Officer via [DPO@gnetacademies.co.uk](mailto:DPO@gnetacademies.co.uk). You will find more information about our team on our website.

Typical use of your personal information includes, but is not restricted to:

- Reporting to you on your child's attainment and progress
- Keeping you informed about the running of the school (such as emergency closures) and events
- Processing payments for school services and clubs
- Providing appropriate pastoral care
- Protecting pupil welfare
- Administering admissions waiting lists
- Assessing the quality of our services
- Carrying out research
- Complying with our legal and statutory obligations

## **2. Our legal basis for using this personal information**

We only collect and use personal information when the law allows us to. Most commonly, we process it where:

- we need to comply with a legal obligation such as safe recruitment
- we need it to perform an official task in the public interest such as passing information to the DfE.

Less commonly, we may also process personal information in situations where:

- we have obtained consent to use it in a certain way, such as biometrics in the Academy canteen
- we need to protect the individual's vital interests (or someone else's interests) such as safeguarding.

While much of the information we collect is mandatory, for some information you have a choice whether to give it to us or not.

Where we have obtained consent to use personal information, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

## **3. What personal information do we collect?**

The personal information we collect, use, hold and share includes, but is not restricted to:

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of
- Photographs and CCTV images captured in school

We may also hold, use and share data about you that we have received from other organisations, including other schools and social services.

## **4. How do we collect the personal information?**

Whilst much of information you provide to us is mandatory, in some cases we will need your consent to use your personal information

To comply with the General Data Protection Regulation (GDPR), we must inform you whether you are required to provide certain personal information to us or if your consent is necessary. Some examples where consent is required include, but are not restricted to external use of photographic images. Photographic images are only used externally with

consent and this consent can be withdrawn at any time. When taking photographs or videos intended for external publication on our website or in our Academy marketing material, we must have consent from any individuals who are photographed or videoed. We will respond promptly to any request to remove photographic images or videos from our website or marketing material where the person making such a request has a right to do so in accordance with their data protection rights.

## **5. Storing personal data**

We maintain information in accordance with our retention schedules which specify timescales for how long we hold your information and we comply with any legal minimum period for retention.

## **6. Whom do we share personal information?**

We share personal information with other people including, but not restricted to:

- our local authority
- the DfE
- schools within the Greater Nottingham Education Trust (GNET)
- our regulator Ofsted
- CLW PTA
- health and social welfare organisations such as the NHS
- suppliers and service providers to enable them to provide contracted services, such as exam boards
- our auditors
- health and social welfare organisations
- survey and research organisations
- security organisations
- legal and professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals

We do not share personal information with anyone without consent unless the law allows us to do so.

## **7. Requesting access to your personal data and other rights**

Under data protection legislation, individuals have the right to request access to information about them that we hold. This is called a subject access request (SAR). In order to assist us in complying with a request for your personal information, it is helpful if requests are made to our data protection team, [DPO@gnetacademies.co.uk](mailto:DPO@gnetacademies.co.uk) rather than individual members of staff.

You have a number of rights in relation to your personal data although there are some restrictions where a lawful exception applies. Your rights include the right to:

- be told of data processing (which is covered by this Privacy Notice)
- access your information (Subject Access Request)
- object to processing of personal information in certain circumstances
- have inaccurate personal information rectified and, in certain circumstances, restricted, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

- withdraw consent
- to obtain and reuse your personal information for your own purposes across different services (data portability).
- complain to the Information Commissioner's Office

If you have a concern about the way we are collecting or using your personal data, you have the right to complain to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Alternatively, if you have a concern you may contact our Data Protection Officer via [DPO@gnetacademies.co.uk](mailto:DPO@gnetacademies.co.uk)

## **8. How to contact us**

If you would like to discuss anything in this privacy notice, please contact our data protection team via [DPO@gnetacademies.co.uk](mailto:DPO@gnetacademies.co.uk)

If you require more information about how the Local Authority or DfE store and use this data, please go to the following websites:

<http://www.nottinghamshire.gov.uk/privacy/>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact the LA or the DfE as follows:

The Data Protection Officer  
Nottinghamshire County Council  
County Hall  
West Bridgford  
Nottingham, NG2 7QP  
Email: [DPO@nottsc.gov.uk](mailto:DPO@nottsc.gov.uk)

Department for Education  
Piccadilly Gate  
Store Street  
Manchester, M1 2WD  
<https://www.gov.uk/government/organisations/department-for-education>  
Tel: 0370 000 2288.

## **9. Changes to this privacy statement**

We keep our privacy notice under regular review.

Any changes we may make to our privacy notice in the future will be posted on our Academy intranet.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of Carlton le Willows Academy's collection and use of personal data. However, we are happy to provide any additional information or explanation needed. Any request for this should be sent to our data protection team via [DPO@gnetacademies.co.uk](mailto:DPO@gnetacademies.co.uk)