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# Parent/Guardian Privacy Notice

## How we use your information when your child attends one of our schools

Acer Trust is committed to protecting your privacy. This privacy notice explains how we collect, use and share your personal information, and your rights in relation to the personal information we hold.

This privacy notice concerns the parents and guardians of children and young people who attend an Acer Trust school.

Acer Trust is the controller of personal information, and is subject to the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

## What information we hold about you

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, address, bank account details, contact details, photographs, family information);
- Correspondence information (such as emails exchanged, events attended, safeguarding records, telephone messages and letters sent and received);
- Activity information (such as CCTV, payments made or owed and consents given).

## Why we collect and use your information

We use parent/guardian information to:

- Support learning;
- Keep you informed about your child's education;
- Keep our pupils safe and provide appropriate pastoral care;
- Celebrate the success of our pupils through newsletters, publicity materials and our websites;
- Assess the quality of our services;
- Further the aims of the Acer Trust;
- Comply with the law regarding data sharing;
- Comply with other legal and contractual obligations.

## The lawful basis for processing this information

Under data protection legislation, we are able to process information on certain legal grounds (bases). In the case of parent/guardian information, we collect and use information under the following bases:

- Legal obligation;
- Public task;

- In selected cases, including photographs, legitimate interests;
- In selected cases, consent;
- In the case of high risk or sensitive data, the legitimate activities of a charity or not-for-profit body.

## Collecting this information

The majority of the parent/guardian information provided to us is necessary for us to meet our obligations as an education provider, and failure to supply such information may mean that we are unable to continue to provide your child with education.

On the other hand, some parent/guardian information is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

Under some circumstances, we may obtain information from third parties, such as a previous school. We will normally seek consent before obtaining such information.

## Storing this information

We store parent/guardian information securely and in line with our Data Protection Policy and associated procedures. A copy of our Data Protection Policy and associated procedures can be obtained from the Data Protection Officer, by emailing [nhills@maschool.org.uk](mailto:nhills@maschool.org.uk).

Parent/guardian information is retained and securely disposed of in line with our statutory obligations and the guidance set out in the Information Management Toolkit for Schools published by the Information and Records Management Society.

## Who we share this information with

We routinely share information about parents/guardians with a number of selected partners, including:

- Relevant Local Authorities;
- Department for Education;
- Other public agencies, such as the police;
- IT and software services providers;
- MIS system providers;
- Educational service providers
- Solicitors, courts and tribunal services;
- Debt recovery agencies;
- Secure document disposal providers.

We do not share information about parents/guardians with anyone unless it is necessary and in line with the lawful basis for processing listed above, or with consent. Where data is routinely shared, a data processing agreement will be established to ensure the protection of staff information.

## Requesting access to your personal data

Under data protection legislation, parents/guardians have the right to:

- Request access to the information we hold about them (Subject Access Request);
- Be informed of the identity of the controller, the reasons for processing their personal data and other relevant information necessary to ensure the fair and transparent processing of personal data;
- 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/or
- Claim compensation for damages caused by a breach of the data protection regulations.

You do not have the automatic right to access information about your child held by Acer Trust. However, you may exercise any of the above rights, including the right of access, on behalf of your child if they are under the age of 13 or give their consent.

## Concerns

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/>

## How to contact us

In order to raise a concern, make a request to exercise your data rights or to discuss anything in this privacy notice, please contact:

Jamie Wade, Chief Operating Officer & Data Protection Officer

Email: c/o [office@acertrust.org.uk](mailto:office@acertrust.org.uk)

Address: Acer Trust  
Matthew Arnold School  
Arnolds Way  
Oxford OX2 9JE