



## The Lionheart Educational Trust

### Privacy notice for parents and carers – how we use your personal data

#### The personal data we hold

The personal data that we may collect, use, store and share about you includes, but is not restricted to:

- personal information (such as name, address, home and mobile numbers, personal email address)
- your relationship to your child;
- details of items purchased through the Trust's online store;
- financial details and eligibility for free school meals or other financial assistance;
- records of consent you have provided.

In addition, we may also collect, store and use special category data. This includes information about (where applicable):

- characteristics, such as ethnicity, languages spoken and eligibility for certain benefits;
- social care and situational information from third parties such as social services, the police, NHS, Public Health England and family courts. This includes child protection information;
- physical and mental health data, including medical conditions;
- biometric data such as your photograph on your visitors card when visiting school sites and where your image is captured on any CCTV cameras in operation at the school.

#### Why we use this data

We use this data to:

- report to you on your child's attainment and progress
- keep you informed about the running of the school (such as emergency closures) and events
- process payments for school services and clubs
- provide appropriate pastoral care for your child or their family
- protect the welfare of a student

- administer admissions waiting lists
- assess the quality of our services

## **Where does the Trust get your personal data from?**

We obtain personal data about you from the following sources:

- from you when you provide your contact details for open day activities or register as a parent or carer of a student or prospective student with us;
- from a student's parent or carer when they name you as a parent or carer;
- from another school when a child that you have parental responsibility for transfers to us;
- from the local authority who are the admissions authority for the Trust;
- from third parties such as social services, NHS, the police and other public bodies.

## **Our legal basis for using this data**

We only collect and use your personal data where there is a lawful basis for doing so, for example:

Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

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

- We have obtained consent to use it in a certain way
- We have a contractual obligation to process this information
- We need to protect the individual's vital interests (or someone else's interests)

## **Who might we share your data with?**

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

The Trust will only share your personal data with third parties where we have your consent or there is a lawful basis for doing so without your consent.

- Local authority to meet our legal obligations to share certain information such as concerns about pupils'/students' safety and exclusions or 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 the Education and Skills Funding Agency, in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections of the school to provide information about students and parents as part of statutory data collections.
- Our regulator (Ofsted)
- Professional bodies such as the emergency services, the NHS, Public Health England, Social Services and professional legal agencies.

- Third party service providers such as educational software providers and educational services such as independent appeals panels.
- Governors in line with our responsibilities for efficiently managing the school. This may also include sharing data with external Governors when they are part of a Governor panel.
- Financial auditors and online payment providers.

Where the Trust shares data with a third party, we will ensure that data sharing agreements are in place and appropriate due diligence checks have been undertaken. Where required a Data Protection Impact Assessment has been carried out and approved at Trust level.

## **Further Information**

If you have a concern about the way we are collecting or using your personal data, or if you think any of the data that we hold on you is incorrect, misleading or inappropriate, we ask that you please contact our Data Protection Officer.

Full details of your rights and how to enforce your rights are included on the Trust's main privacy webpage.

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