

## **Common Privacy Notice**

### **The legal grounds for using your information**

This is common for all personal and sensitive data we collect and process about members of staff, volunteers, pupils, parents, carers and any other individuals.

Some data is more sensitive than other types of data. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

### **Consent**

The school will ask for consent to process data about you or a pupil. The type of data that is to be used, and how it is to be used will be specified on the consent forms.

You have the choice to opt in for certain types of data usage, and this is made clear. However, some data that is collected and processed in schools is not optional.

### **Legitimate interests**

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The trust and its schools rely on legitimate interests for many of the ways in which it uses information.

Specifically, the trust and its schools have a legitimate interest in:

- providing educational services to pupils
- safeguarding and promoting the welfare of pupils and staff
- promoting the objects and interests of the trust and its schools
- ensuring the efficient operation of the trust and its schools
- compliance with all relevant legal obligations of the trust and its schools
- keeping the whole trust/school community informed about events, news and activities.

### **Necessary for a contract**

Information about individuals may be necessary to perform our obligations under our contracts. For example, maintaining the school management information system database.

### **Legal obligation**

Much of trust and school life is governed by legal obligations to supply information to organisations such as the Department for Education, Local Authority or HMRC. We may also have to disclose information to third parties such as the courts, Disclosure and Barring Service or the police, where legally obliged to do so.

### **Vital interests**

We may have to disclose information to prevent someone from being seriously harmed or killed.

## **Public interest**

The trust and its schools are considered to be acting in the public interest when providing education. Certain regulations, DfE, Local Authority, health and other guidance may require the school to process data in the public interest.

## **Legal claims**

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

## **Your rights - What decisions can you make about your information?**

From May 2018, data protection legislation gave a number of rights regarding your information. Some of these were new rights whilst others built upon existing rights.

Your rights are as follows:

- you can ask what information we hold about you and be provided with a copy. Sometimes we are not able to share all the information. Further information is set out in our data protection policy under 'subject access requests'.
- if information is incorrect you can ask us to correct it
- you can ask us to delete the information that we hold about you or your child in certain circumstances, for example, where we no longer need the information
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer – this does not apply to pupil records as these are transferred by a DfE process called the Common Transfer File
- our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

If you disagree with any decision we make about your data you can use our complaints policy. You also have the right to make a complaint to the Information Commissioner, and sometimes to the Information Tribunal or through the court process. Our complaints policy is available on the trust website.