

# Privacy Notice – Parents and Carers

Revision Due: August 2025



RUSSELL EDUCATION TRUST

## ***Privacy Notice for Parents and Carers of pupils attending Russell Education Trust schools.***

### **1. Introduction**

- a. Under data protection law, individuals have a right to be informed about how an organisation uses any personal data held about them.
- b. Russell Education Trust ('the Trust') and each of our schools, collects and holds personal information relating to parents and carers of pupils at our schools.
- c. This Privacy Notice explains how, during the course of our activities as an academy trust, we will collect, store and process personal data about you.
- d. This Privacy Notice applies to all personal data held by the Trust as a multi-academy trust and by individual schools in the Trust.
- e. The Trust, (The Russell Education Trust, 1 Park Road, Teddington, TW11 0AP), is the 'data controller' for the purposes of data protection law.
- f. Our Data Protection Officer is Jo Townsend (see 'Contact Us' below).

### **2. The personal data we collect, hold and share**

- a. We hold personal data about you to provide education services to your child(ren), so that we can help your child(ren) to learn and look after them at school.
- b. For the same reasons, we may get information about you from other places too, like other schools, the local council, social services and the government.
- c. We may collect, use, store and share (when appropriate) different categories of personal data about you which may include, but is not restricted to:
  - Your personal information (such as your contact details, national insurance number, date of birth).
  - Your admissions request.
  - Family details.
  - Information about any care or contact orders relating to your child(ren) or other relevant safeguarding information.
  - Records of communications (for example, emails, phone messages, letters and records of any complaints you have made).
  - Records of visits to school.
  - Bank details (for example a credit or debit card registered in our payment system).
  - Information about your employment, social or financial situation.
  - Records of transactions in our payment systems.
  - Your consent, for example for school trips or extra-curricular activities.
  - Photographs and CCTV images captured for identification and security purposes.
- d. In some cases, we may also hold more sensitive categories of personal information such as:
  - Information about your health, disability or medical information where you have provided this to us for example to facilitate access arrangements.
  - Information about you such as your ethnicity.
  - For our faith schools, information about your religion as part of our admissions arrangements.

### **3. Why we collect and use this information**

- a. Some of the reasons we collect and use this information are:
  - Report to you about your child(ren)'s attainment and progress.
  - Keep you informed about the running of the school and events.
  - Communicate with you about day-to-day matters relating to your child(ren) and respond to your queries or complaints.
  - Support the admissions process.
  - Protect pupil welfare.
  - To provide appropriate pastoral care to pupils.

# Privacy Notice – Parents and Carers

Revision Due: August 2025



RUSSELL EDUCATION TRUST

- To enable you to pay for activities for your child(ren)
- To enable free school meals to be provided.
- To comply with our legal and statutory obligations in our schools and as an academy trust.
- To ensure your health and safety when you visit school.
- Assess the quality of our services.
- To carry out research.

## a. Use of your personal data in automated decision making and profiling

We do not currently process your personal information through any automated decision making or profiling process. This means we don't make any decisions about you using only computers without any human involvement. If this changes in future, we will amend any relevant privacy notices to explain the processing to you, including your right to object to it.

## b. Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting events, campaigns, charitable causes or services that you might be interested in. You can take back this consent at any time by contacting us (see 'Contact us' below).

## 4. Our lawful basis for using this information

- a. We only collect and use your personal data when the law allows us to. We need to establish a lawful basis to do this as set out in data protection law.
- b. Our lawful bases for processing your personal information are typically:
  - We need to comply with a legal obligation, for example providing your details to the local authority.
  - We need to use it to carry out a task in the public interest, for example to support your child(ren)'s education.
  - You have given us your permission to use it in a certain way.
  - We need the information for the purposes of relevant contracts for the provision of services to you, such as to enable you to pay for school trips.
  - We need to use it to protect the vital interests of you or someone else, for example giving your contact details to the emergency services.
- c. Where you have provided us with your consent to use your information, you may take back this consent at any time. We will make this clear when requesting your consent and will explain how you would go about withdrawing your consent, in which case, the information about you will no longer be collected or processed.
- d. Special categories of personal data will normally only be processed under the following legal grounds ('special category' information includes information about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health or condition or sexual life, or genetic or biometric data):
  - We need to process the information for reasons of substantial public interest in complying with legal obligations, for example, for the purposes of equality of opportunity and treatment.
  - We need to protect you or someone else, for example in medical emergencies.
  - We have obtained your specific and explicit consent to use your information in a certain way.
  - We intend to use it to make or defend legal claims.
  - We need to use it for health or social care purposes and it is used by or under the direction of a professional obliged to confidentiality under the law, for example for in relation to safeguarding.
  - We need to process it for archiving or for statistical purposes, and the processing is in the public interest for example in relation to equalities initiatives.
- e. For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law.

## 5. Collecting your information

- a. While in most cases you must provide the personal information we need to collect, there are some occasions where you can choose whether or not to provide the data.
- b. We will always tell you if you have a choice. If you must provide the data, we will explain what might happen if you don't.
- c. Most of the data we hold about you will come from you, but we may also hold data about you from:
  - Local authorities.
  - Government departments or agencies.
  - Police forces, courts, tribunals.
  - Medical professionals.
  - Your representatives.
  - Your family members.

## 6. Storing your personal data

- a. Some of the information we collect and use about you is added to your child(ren)'s school records. We keep this personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our Data Retention Schedule sets out how long we keep different categories of information.
- b. We have put in place appropriate security measures in place to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed.
- c. We will dispose of your personal data securely when we no longer need it.

## 7. Sharing your personal data

- a. We do not share information about you with anyone outside of the Trust without permission from you or unless the law and our policies allow us to do so.
- b. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:
  - Other educational establishments and alternative education providers; to meet our obligations whilst acting in the public interest to ensure the continuing education of your child(ren).
  - Local authorities – to meet our legal obligations to share certain information with it, such as your contact details.
  - Government bodies such as Department for Education (DfE) – to meet our legal obligations and acting in the public interest regarding the education of young people.
  - Our regulator, Ofsted, to comply with our legal obligations and in the public interest to provide education to our pupils.
  - Police forces, Courts, and Tribunals, for example, in fulfilling our legal obligations to prevent crime, to comply with Court Orders.
  - Enrichment, extra-curricular and pastoral activity providers including charitable and voluntary organisations, youth support services and other organisations – either through consent or under the public interest to provide relevant services to our pupils where information about parents/carers is required.
  - Our suppliers and service providers such as catering services, IT services, software and online applications, payment providers – to enable them to provide the service we have engaged them for in line with our contractual obligations.
  - Health and welfare organisations – under the public interest and our obligation to provide pastoral care to our pupils.
  - Health authorities such as the NHS – to meet our legal obligations, protect the welfare of pupils and to protect your or your child(ren)'s vital interests.
  - Professional advisors and consultants – acting under the public interest in providing educational support and consultancy to the Trust

# Privacy Notice – Parents and Carers

Revision Due: August 2025



RUSSELL EDUCATION TRUST

## 8. Transferring data internationally

- a. Where we transfer personal data to a country or territory internationally, we will do so in accordance with data protection law.

## 9. Your rights - accessing personal information that we hold about you

- a. You have the right to make a 'subject access request' to gain access to personal information that we hold about you.
- b. If you make a subject access request, and if we do hold information about you, we will (unless there is a good reason why we shouldn't)
  - Give you a description of it.
  - Tell you why we are holding and processing it, and how long we will keep it for.
  - Explain where we got it from, if not from you.
  - Tell you who it has been, or will be, shared with.
  - Let you know whether any automated decision-making is being applied to the data and any consequences of this.
  - Give you a copy of the information in an intelligible form.
- c. You may have the right for your personal information to be shared electronically with another organisation in certain circumstances.
- d. If you would like to make a request, please contact us (see "Contact Us" below). You can also read the information set out in the Trust's Data Protection Policy and the Subject Access guidance on your school's website.

## 10. Access to personal data about your child(ren)

- a. For information of how we collect, use, store and share about your child, please refer to the Privacy Notice for Pupils.
- b. There is no automatic parental right of access to your child's educational record in academies and free schools.
- c. If you wish to access your child(ren)'s personal information, you should follow the process for subject access requests as set out in the Privacy Notice for Pupils.
- d. For children aged 12 and over, based on guidance from the Information Commissioner's Office, unless we have good reason, we consider that the pupil can make decisions about their own personal data.
- e. This means that if you make a request for access to your child(ren)'s personal data, we will not proceed with the request without the child's consent.
- f. This also means that a child aged 12 and over can make a request to access their own personal data without your approval.
- g. For children under the age of 12, it is assumed that you will make decisions on behalf of your child(ren). This means you can make a request to access personal data about your child(ren).
- h. If a child under 12 makes a request for access to their own personal data, we will usually seek your permission.
- i. This does not affect your statutory right to receive reports of your child(ren)'s progress in the main subjects as provided in their school reports.

## 11. Your other rights regarding your data

- a. Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:
  - object to the use of your personal data if it would cause, or is causing, damage or distress;
  - stop it being used to send direct marketing;
  - object to decisions being taken by automated means (by a computer or machine rather than by a person);

# Privacy Notice – Parents and Carers

Revision Due: August 2025



RUSSELLEDUCATIONTRUST

- have the personal data we hold about you rectified if it is inaccurate or incomplete;
  - restrict our processing of your personal data (i.e. permitting its storage but no further processing);
  - seek redress, either through the Information Commissioner's Office or through the Courts.
- b. To exercise these rights, please contact us (see "Contact us" below).

## 12. Complaints

- a. We take any complaints about our collection and use of your personal information very seriously. If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or have any other concern about our data processing, please let us know first.
- b. To make a complaint, please contact our Data Protection Officer (see "Contact us" below).
- c. Alternatively, you can make a complaint to the Information Commissioner's Office:
- Report a concern online at <https://ico.org.uk/concerns/>
  - Call 0303 123 1113
  - Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## 13. Contact us

- a. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:
- **Data Protection Officer:** Jo Townsend
  - **Email address:** [DPO@Russelleducationtrust.org.uk](mailto:DPO@Russelleducationtrust.org.uk)
  - **Address:** Data Protection Officer, Russell Education Trust, 1 Park Road, Teddington, TW11 0AP. Please mark private and confidential for the attention of the Data Protection Officer.