



## **Privacy Notice – Parents, Carers and Contacts**

### **(How we use your personal contact information)**

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

- Personal information (such as name, telephone number, e-mail and address)
- Sensitive data relevant to educating person you have parental responsibility for (“ your son”) e.g. court orders

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

We use your personal data:

- to comply with our legal requirement to inform you about your son’s education
- to support pupil learning and education outcomes through:
  - sharing information about your son with you
  - pastoral information (Behaviour, attendance, rewards)
  - examination and assessment information
- to ensure we can contact you in the event of an accident or emergency

### **The lawful basis on which we use this information**

We collect and use pupil information under the lawful basis of public task. The processing is necessary for the Academy to perform a task in our official function as an education provider under the Education Act of 1996.

### **Collecting your information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## **Storing contact data**

We hold your data for **no longer than necessary**

## **Who we share your information with**

We routinely share your information with:

- Employees of the Academy
- the other named contacts for your son/child you have parental responsibility for
- third party software suppliers (e.g. Class Charts, My Ed, Parent Pay)
- another school your son moves to

## **Why we share your information**

We do not share information about you with anyone else other than the above without your consent unless the law and our policies allow us to do so.

## **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact **admin@wellacre.org**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- request that we do not share your contact information with your son's other contact(s)
- 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
- claim compensation for damages caused by a breach of the Data Protection regulations

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/>

## **Contact**

If you would like to discuss anything in this privacy notice, please contact: Mrs Christine Ellis, Data Protection Officer, c/o Wellacre Academy, Irlam Road, Flixton, Urmston M41 6AP. Tel: 0161 748 5011 x 207