Maritime Academy Trust

Privacy Notice (How we use Parent/Carer information)

The categories of parent/carer information that we collect, hold and share include:

- Personal information (such as name, address, telephone number and email address).
- Details in respect of pupil premium entitlements and free school meal eligibility (National Insurance Number & date of birth).

Why we collect and use this information

We use parent/carer data:

- To enable routine and emergency contact
- To ensure admission eligibility
- To access grant funding to support student outcomes

The lawful basis on which we use this information

We collect and use parent/carer information under the following:

General Data Protection Regulations (GDPR) Article 6

- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

General Data Protection Regulations (GDPR) Article 9

- Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent

Collecting Parent/Carer Information

Whilst the majority of parent/carer 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 Parent/ Carer data

We hold parent/carer data until the child leaves the school.

Who we share parent/carer information with

We routinely share parent/carer information with:

The Local Authority

Parent communications providers

Parent payment providers

Department for Education (DFE)

Why we share Parent/Carer information

We do not share information about pupils/carers with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, parents/carers the right to request access to information about them that we hold. To make a request for your personal information contact the School Business Manager.

You also have the right to:

- 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
- 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:

The Trust Data Protection Officer at dataprotection@maritimeacademytrust.org