



# **POLICY DOCUMENT**

**GDPR Privacy Notice  
(Parents/Carers,  
Volunteers, Students  
and other Visitors)**

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## Introduction

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data, which can also be found on our Academies websites.

This privacy notice explains how we collect, store and use personal data about **Parents/Carers, Volunteers, Students and other Visitors.**

We, the Wise Owl Trust, are the 'data controller' for the purposes of data protection law. Our Trust data protection officer is SchoolPro TLC.

## The personal data that we collect, process, hold and share

This includes, but is not restricted to:

- Name
- Address
- Date of Birth
- National Insurance Number (if appropriate re DBS)
- Contact details (ie emergency contacts)
- Identification information
- Qualifications
- References
- Teacher Reference Number
- Barred check list information
- Photographs (Inventory system)
- CCTV images captured in school or on the school premises

We may also hold data about work place students that we have received from other organisations, ie College or University.

## Why we collect and use this information

We use this data to:

- support student and volunteer learning
- protect our pupils welfare and ensure safeguarding of pupils and other staff
- assess the quality of our services
- comply with the law regarding data sharing (ie Single Central Record)

## The lawful basis on which we process this information

We only collect and use personal data when the laws allows us to. Most commonly, we process it where:

- we need it to perform an official task in the public interest
- we need to comply with a legal obligation
- for purposes of Health & Safety (ie Inventory)

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

- we have obtained consent to use it in a certain way
- we need to protect the individual's vital interests (or someone else's vital interests)

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds that justify our use of this data.

## Collecting this information

Whilst some of the information we collect is mandatory (ie safeguarding needs), there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## Storing this information

We store personal information for the purpose of safeguarding and in order to comply with our legal obligations.

## Who we share this information with

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

Where it is legally required or necessary (and it complies with data protection law) we may share personal information with:

- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- the Department for Education
- the pupil's family and representatives
- educators and examining bodies
- our regulator, Ofsted
- suppliers and service providers – to enable them to provide the service we have contracted them for
- central and local government
- survey and research organisations
- health authorities
- security organisations
- health and social welfare organisations
- professional advisers and consultants
- police forces, courts, tribunals
- professional bodies

For more information, see the Department for Education's webpage on [how it collects and shares research data](#). You can also contact the Department for Education with any further questions about the NPD.

## Transferring data internationally



Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law

## Parents and Pupil's rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the Wise Owl Trust holds about them. Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Further information is set out within our data protection policy. If you would like to make a request please contact your Academy's data protection lead, as set out in the data protection policy.

### Other rights

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 personal data if it would cause, or is causing, damage or distress
- prevent it being used to send direct marketing
- object to decisions being taken by automated means (by a computer or machine)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed or restrict processing
- claim compensation for damages caused by a breach of the data protection regulations.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting

- Briscoe Lane Academy - [admin@briscoe.manchester.sch.uk](mailto:admin@briscoe.manchester.sch.uk)
- Old Hall Drive Academy – [admin@oldhalldrive.manchester.sch.uk](mailto:admin@oldhalldrive.manchester.sch.uk)
- Seymour Road Academy – [admin@seymourroad.manchester.sch.uk](mailto:admin@seymourroad.manchester.sch.uk)

## Notice Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in October 2023.

## Further information

If you would like to discuss anything in this privacy notice, please contact:

- Mrs Claire Hall – Briscoe Lane Academy
- Miss Hayley Brooker – Old Hall Drive Academy
- Miss Debbie Frater – Seymour Road Academy

*\*This notice is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in the Wise Owl Trust*