



One Community Trust

PARENT/CARER PRIVACY NOTICE

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CHANGE RECORD FORM

Version	Date of change	Date of release	Changed by	Reason for change
1	10/03/2022	17/03/2022	BJ	No change – first annual review by Trustees
2	09/03/2023	11/04/2023	AH	Review in line with current guidance
3	06/03/2026	23/04/26	TW	Review in line with current guidance

Policy Statement

We are One Community Trust, comprising of Birchwood Community High School, Brook Acre Primary School, Croft Primary School, Culcheth Community Primary School, Gorse Covert Primary School, Locking Stumps Community Primary School, Oakwood Avenue Primary School and Woolston Community Primary School. During your child's time at one of our Trust Schools, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left School. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process in relation to you?

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)
- financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend one of the School sites
- Your relationship to your child, including any Court orders that may be in place
- Safeguarding information, along with details of any support received, including care packages and support providers.

We will also use special categories of data such as gender, age, ethnic group, religious or similar beliefs, information about health and genetic information. These types of personal data are subject to additional requirements.

Where do we get your personal data from?

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins one of the Trust Schools, and when you attend a School site and are captured by our CCTV system.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

Why do we use your personal data?

We will process your personal data for the following reasons:

1. Where we are required by law, including:
 - To provide reports and other information required by law in relation to the performance of your child
 - To raise or address any concerns about safeguarding and protect pupil welfare

- To provide information to Government agencies including the police
 - To obtain relevant funding for the Trust or one of our schools
 - To provide or obtain additional services including advice and/or support for your family
2. Where the law otherwise allows us to process the personal data as part of our functions as a School, or we are carrying out a task in the public interest, including:
- To confirm your identity
 - To communicate matters relating to the Trust/School to you
 - To safeguard you, our pupils and other individuals
 - To enable payments to be made by you to one of the Schools in the Trust
 - To ensure the safety of individuals on a School site
 - To aid in the prevention and detection of crime on a School site
3. Where we otherwise have your consent

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

Why do we use special category personal data?

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

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. Conditions include:

- We have obtained your consent to use it in a specific way

- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

Failure to provide this information

If you fail to provide information to us we may be prevented from complying with our legal obligations.

How long will we hold your personal data for?

We will securely hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our Retention and Destruction Policy.

Who will we share your personal data with?

We do not share information about you 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 UK data protection law), we may share personal information about you with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes, and information about exclusions.
- The Department for Education [and/or the Education and Skills Funding Agency], in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections, and government departments or agencies.
- Contractors, such as payment processing providers to enable payments to be made by you to a School in the Trust.
- Other government bodies, eg. DWP, Police, Courts, tribunals, etc when requested
- Health and social welfare Authorities
- Our auditors (please can you add the name of them here)

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about Warrington Borough Council's data sharing process, please visit:

<https://www.warrington.gov.uk/>

Contact details for Warrington Borough Council can be found at <https://www.warrington.gov.uk>

Your rights in relation to your personal data held by us

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact:

Tina Wiegand – 01925 853500 or twiegand@birchwoodhigh.org

Please also refer to our Data Protection Policy for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected or blocked
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

If you want to exercise any of these rights then you should contact Tina Wiegand. The law does not oblige the Trust to comply with all requests. If the Trust does not intend to comply with the request then you will be notified of the reasons why in writing.

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

Concerns and contacts

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance.

Tina Wiegand – One Community Trust Data Protection Officer 01925 853500 or twiegand@birchwoodhigh.org

Croft	Michelle Culliford	01925 764276
Gorse Covert	Gillian Poole	01925 825070
Oakwood Avenue	Annie O'Brien	01925 635565

Woolston	Craig Burgess	01925 837764
Locking Stumps	Jane Hill	01925 819076
Brook Acre	Jo Holmes	01925 815827
Culcheth	Reina Fazackerley	01925 764312

However, our **data protection leads** have day-to-day responsibility for data protection issues in our schools.

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact them:

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance. You can make a complaint to us at any time by contacting Tina Wiegand at Birchwood Community High School.

Alternatively, you can make a complaint at any time to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF