

## Privacy Notice (Parent/Carer Information)

New College Durham Academies Trust collect and hold data on the parents/carers of students at its academies to provide information to parents on attainment, progress, attendance and behaviour of the young person in their care. This contact information is an essential part of our business as it allows the academies to safeguard our young people. Some information collected will be used to make assessments on student's eligibility for free school meals and bursaries.

### The categories of parent/carers information that we collect, process, hold and share include:

- personal information (such as name, address, telephone number(s), email address)
- special categories of data (such as gender, age, ethnic group and disability information)
- financial information such as P60, employment benefits/allowances, tax credit, employment status)

### Why we collect and use this information

We use parent data to:

- share regular updates regarding pupil assessment, behaviour and attendance
- safeguard and provide duty of care to all stakeholders
- contact parents/carers in medical emergencies or other incidents
- assess student eligibility for free school meals and bursaries

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

We collect and use parent/carers information under GDPR, Article 6(1), where it is necessary for compliance with a legal obligation and that the data subject has given consent to the processing of his or her personal data for one or more specific purposes. Under Article 9(2) of the GDPR, parent/carers personal data will only be processed for the purposes of carry out our obligations in safeguarding our young people.

### Collecting this information

Whilst the majority of information you provide us is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain parent/carers information or if you have a choice in this.

### Storing this information

We hold parent/carers data for under the limitation act until the student reaches the age of 25.

### Who we share this information with

We routinely share this information with:

- other education establishments and alternative education
- Child Health Service
- Education Psychologists
- One Point
- Police Service

### Requesting access to your personal data

Under data protection legislation, parent/carers have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Christine Connolly, [dpo@ncdat.org.uk](mailto:dpo@ncdat.org.uk), Data Protection Officer.

### Further Information

If you would like to discuss anything in this privacy notice, please contact: Christine Connolly, [dpo@ncdat.org.uk](mailto:dpo@ncdat.org.uk), Data Protection Officer.