



PRIVACY NOTICE FOR PARENTS

WHO ARE WE?

Horizon Multi Academy trust is a Trust incorporated in England and Wales and is a “controller” under the General Data Protection Regulation.

DATA PROTECTION PRINCIPLES

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely

WHAT INFORMATION WILL WE COLLECT FROM YOU?

We will only collect information from you that is relevant to the provision of education and or wellbeing of your child. In particular we may collect the following information from you which is defined as “personal data”:

- Personal details
- CCTV
- Photographs

We may also collect information that is referred to as being in a “special category”. This could include:

- Physical or mental health details
- Religious beliefs or other beliefs of a similar nature

HOW WILL WE USE YOUR INFORMATION?

We will mainly use your information so that we can maintain communication with you regarding your child's education and their wellbeing and this is necessary in our providing of a public service and in accordance with the protection of your child's vital interests.

WHO WILL WE SHARE YOUR INFORMATION WITH?

We will not share your data unless it is necessary for us to do so, including with third party agencies such as:

- Plymouth Local Authority
- Social Services
- Police/legal advisors
- NHS
- DFE/Ofsted

HOW LONG WILL WE KEEP YOUR INFORMATION?

We will keep your information throughout the period of time that your child remains on the roll at this school.

DATA SECURITY

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions

and they are subject to a duty of confidentiality. [Details of these measures may be obtained from the DPO]

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

WHAT RIGHTS DO YOU HAVE?

You have a series of rights under the General Data Protection Regulation including the right to access a copy of the information we hold about you.

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the DPO in writing.

WHO CAN YOU COMPLAIN TO IF YOU ARE UNHAPPY ABOUT WHAT WE HAVE DONE WITH YOUR INFORMATION?

If you are unhappy about how we are using your information then initially you should contact the Data Protection Officer and if your complaint remains unresolved then you can contact the Information Commissioner's Office, details available at www.ico.org.uk.

Trust DPO – Helen Sherriff – Tel No: 01752 404489 – Email: helen.sherriff@horizonmat.com