



## Data Protection - Privacy Notice (Parents/Carers)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about you. We comply with this right by providing 'privacy notices' to individuals processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, Wade Deacon Trust (C/O Wade Deacon High School, Birchfield Road, Widnes, W49 7TD) are the 'data controller' for the purposes of data protection law.

### The personal data we hold

Personal data that we may collect (we may not collect all of this, or store and use some of it) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and external national tests
- Pupil and curricular records
- Characteristics such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Details of any support received
- Photographs
- CCTV images captured in school

We may also hold data that we have received from other organisations, including local authorities and the Department for Education.

### Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

## Our lawful basis for using this data

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

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' 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 interests)

At any time, where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time.

Our lawful basis for collecting and using pupils' personal data overlaps, and there may be some situations where both are valid.

## Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that we do provide voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is optional, we

## How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our retention policy sets out how long we keep information about pupils. If you would like a copy of the record retention policy, this is available from the Trust/School website.

## Data sharing

We do not share information about you or your child with any third party without your consent unless 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 about you with:

- The local authority – as to meet our legal obligations to share certain information with it in relation to safeguarding, cohesion and exclusions
- The Department for Education
- The pupil's family and any carers
- Educators and examining bodies
- Our regulator, Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial institutions
- Central and local government
- Our auditors



where the child is not considered mature enough to give consent to the processing of their personal data (from all the related provisions of GDPR) or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you what we are using it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any likely outcomes
- Give you a copy of the information, where possible

Individuals have a right to request that their personal information be deleted electronically from our organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause or is causing damage or distress
- Prevent your data being used to send direct marketing
- Object to 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, deleted or destroyed, or restrict processing

To exercise any of these rights, please contact our data protection officer.

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

Generally, the best way to resolve a concern about our data processing is to raise this with us in the first instance. If you have any other concern about our data processing, please raise this with us in the first instance.

### **How to report a concern about our data processing**

At Lico, we have a number of ways to report a concern about our data processing:

- Report a concern online at <https://lico.org.uk/concerns/>
- Call 0303 123 1113
- Write to us at:  
Lico  
SK9 5AF

## **Final note**

If you have any questions, [click here](#) to contact our data protection officer.

Nick Holden

NexusProtect Ltd

Telephone: 08454 631072

Email: [governance@nexus-global.co.uk](mailto:governance@nexus-global.co.uk)