



Privacy Notice: Parents

(1) Who we are

Big Life Schools delivers nursery and day care provision for children aged 2-4 years of age including primary school education for children aged 4-11.

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 Trust websites.

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

(2) The types of personal data we collect and how we collect it

The organisation collects and processes a range of information about you. The types of data we collect are:

- **Personal details**
 - Name
 - Address
 - contact information including email address and telephone number
 - date of birth and gender
 - National Insurance Number (if appropriate for a DBS)
 - Identification Information
 - Qualifications
 - References
 - Barred check list information
 - Photographs (InVentry system)
 - CTV images captured in school or on the school premises

(3) Why we collect your personal data and what is our legal basis for doing this

We only collect and use personal data when the law 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

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Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.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

(4) Who we share your data 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

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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

(5) Your rights under Data Protection Law

Under the Data Protection Law, your rights are as follows:

- You have the right to be informed about how we process your data (This is detailed in this Privacy Notice)
- You have the right to request that we correct your data if it's factually inaccurate or incomplete. We are required to respond to requests within one month.
- You have the right to access a copy of the information we keep about you or authorise another person or organisation to be provided with this information – this is known as a Subject Access Request. We are required to provide this within one month.
- In some circumstances, you have the right to ask us to erase all your personal data (but we may refuse to do this if we can show we have a lawful reason to keep it)
- In some circumstances, you have the right to object to data processing or request that data processing is restricted (but we may refuse to do this if we can show we have a lawful reason to keep it)

If you have a concern about the way we are collecting or using your personal data or want to ask us about any of your rights described above or ask us any other questions about this Privacy Notice, please contact our Data Protection Officer:

Laurence Housden
The Big Life Group HQ
Zion Community
Resource Centre
339 Stretford Road
Manchester
M15 4ZY
loz.housden@thebiglifegroup.com

If you are not happy with our response, you have the right to complain to the Information Commissioners' Officer. This is the UK's Independent Authority. It has enforcement powers and can investigate complaints and compliance with Data Protection Law. Your rights are described in detail on the ICO's website: - <https://ico.org.uk>.

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