



PRIVACY NOTICE

PARENTS



Who this notice applies to

This Privacy Notice is intended for the parents, guardians and carers (“parents”) of Archway Academy pupils, current and prospective. It should be read in conjunction with and is closely linked to the Pupil Privacy Notice.

How we use your information

We process personal data relating to parents of current pupils and parents of prospective pupils at our school. This is for contractual and operational purposes to assist in the effective running of the school and for communicating within the school community.

This personal data includes identifiers such as names and contact information, family and social circumstances. We may also keep a record of our conversations and meetings with you. Information may also include sensitive personal data such as ethnic group, medical information and religious beliefs (if you choose to supply this information to us).

The above information is provided by you to us prior to, at the point of entry and during the course of your child’s time in the school.

Collecting and using your information in this way is lawful because:

- ❑ the processing is necessary for the performance of a legal obligation to which the school is subject, for example our legal duty to safeguard pupils, and maintain pupil records;
- ❑ the processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm;
- ❑ the processing is necessary for the performance of our education function which is a function in the public interest;
- ❑ in the case of prospective parents, it is necessary for the admissions process.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it and whether there is a legal requirement for Archway Academy to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are or might be if it is not provided.



How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data that we collect to:

- local authorities, normally the Local Authority where you live;
- the Department for Education (DfE).

We use CCTV to help provide a secure and safe environment. When you are on our sites your images will be captured by our CCTV cameras and stored securely on our recording servers for a limited period of time, which is up to 6 months, in case we need to review a previous incident.

In the event of an incident occurring we may be required to share CCTV images which may contain your identity, with third parties such the police or an insurance provider. We are unable to provide you with copies or access to images captured by CCTV if requested.

Our disclosures to third parties are lawful because one of the following reasons applies:

- ☐ the disclosure is necessary for the performance of a legal obligation to which the school is subject, for example our legal duty to safeguard pupils;
- ☐ the disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm;
- ☐ the disclosure is necessary for the performance of our education function, which is a function in the public interest.

Your rights

You have the right to:

- ☐ ask us for a copy of the information we have about you;
- ☐ ask us to correct any information we have about you if you think it is wrong;
- ☐ ask us to erase information about you (although we may have good reasons why we cannot do this);
- ☐ ask us to limit what we are doing with your information;
- ☐ you can object to what we are doing with your information.



If you want to use your rights, for example, by requesting a copy of the information that we hold about you, please contact the school's Data Protection Officer, Sharon Saunders: enquiries@archwayacademy.org.uk.

More information about your rights is available in our Data Protection Policy. If you would like to receive a copy, please contact the school's Data Protection Officer, Sharon Saunders: enquiries@archwayacademy.org.uk.