

Parent / Carer Privacy Notice

Privacy Statement

We are Inspire Education Trust, which is a Multi Academy Trust (MAT). We can be contacted c/o Hearsall Academy, Kingston Road, Earlsdon, Coventry CV5 6LR. During your child's time with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your and your child's personal data for a period of time after your child has left Inspire Education Trust. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about you and your child, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

The Trust registration number is ZA764316.

What information do we process in relation to you?

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)
- financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend our sites
- your relationship to your child, including any Court orders that may be in place
- visit details when you sign in at a school reception, including dates and times, your photograph, vehicle registration, and who you have visited.

We will also use special categories of data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

Where do we get your personal data from?

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins one of our schools, and when you attend a site and are captured by our CCTV system.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

Why do we use your personal data?

We will process your personal data for the following reasons:

1. Where we are required by law, including:
 - To provide reports and other information required by law in relation to the performance of your child
 - To raise or address any concerns about safeguarding
 - To the Government agencies including the police
 - To obtain relevant funding for Inspire Education Trust
 - To provide or obtain additional services including advice and/or support for your family
2. Where the law otherwise allows us to process the personal data as part of our functions as a Multi Academy Trust, or we are carrying out a task in the public interest, including:
 - To confirm your identity
 - To communicate matters relating to Inspire Education Trust to you
 - To support pupil learning and provide appropriate pastoral care
 - To assess the quality of our service and/or handle complaints
 - To safeguard you, our pupils and other individuals
 - To enable payments to be made by you to Inspire Education Trust
 - To ensure the safety of individuals on any Inspire Education Trust site
 - To aid in the prevention and detection of crime including on any Inspire Education Trust site
3. Where we otherwise have your consent

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

Why do we use special category personal data?

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary in order to ensure your health and safety on any Inspire Education Trust site, including making reasonable adjustments for any disabilities you may have.

3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

Failure to provide this information

If you fail to provide information to us we may be prevented from complying with our legal obligations.

How long will we hold your personal data for?

We retain personal data only for a legitimate and lawful reason and only for so long as necessary or required by law. Personal data relating to pupils, their families at the School is stored in line with the MAT's Data Protection Policy and Record Retention Schedule. Personal data is only stored for as long as is necessary to complete the task for which it was originally collected.

Personal data relating to parents at the MAT is stored in line with the MAT's [Data Protection Policy and record retention and archiving procedures](#).

CCTV

Inspire Education Trust uses CCTV for the following purposes:

- To provide a safe and secure environment for pupils, staff and visitors.
- Footage may be used as evidence during internal disciplinary proceedings, grievance procedures or complaints where related to the provision of such a safe and secure environment, subject to the usual confidentiality requirements of those procedures.
- To prevent the loss of or damage to Walsgrave CofE Academy's buildings and/or assets
- To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders
- To provide evidence in case of disputes with contractors & other third parties.

For further information about our use of CCTV, please refer to our CCTV Policy, available at:

<https://bluecoatschool.com/about-us/policies/>

Who will we share your personal data with?

We routinely share information about you with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/or the Education and Skills Funding Agency, in compliance with legal obligations of the MAT to provide information about students and parents as part of statutory data collections.

- We also share data with The Department for Education as part of the daily attendance data collection, which collects similar data to statutory data collections.
- Contractors, such as payment processing providers to enable payments to be made by you to Inspire Education Trust
- Schools your child transfers to after leaving Inspire Education Trust to assist them in the exercise of their responsibilities in relation to education and safeguarding purposes
- Ofsted will infrequently require short term access to personal information from pupils to generate regulatory reports
- Authorities in relation to the prevention of crime
- Suppliers and service providers to allow them to perform contracts for services, including through data integration services which link our MIS to systems and platforms operated by these providers.
- Pupil data, as well as some parent data, is shared with online learning providers in order to support and enhance lessons, homework and learning. Primary schools in Inspire Education Trust use the online learning platform “Class Dojo” which transfers data to the US, protected by standard contractual clauses.
- We use video conferencing platforms to communicate with staff, parents, students, and other organisations, including the delivery of parents evenings.
- Our Primary schools share data with the Standards & Testing Agency who administer various tests, as required by the Department for Education.

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department’s data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about Coventry local authority’s data sharing process, please visit: <https://www.coventry.gov.uk>

Contact details for Coventry local authority can be found at <https://www.coventry.gov.uk/contactus>

The Trust uses Microsoft Office 365 applications, including Teams, to collaborate and communicate with staff, pupils and parents. Any use of services within the Trust are subject to security controls and staff training.

Youth support services

Once our pupils reach the age of 13, we pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service via a secure web portal and is stored on a cloud service within the UK and held for a period of one year.

CPOMS

Working alongside school's existing safeguarding processes we use CPOMS which is a system which enables us to manage child protection, behavioural issues, bullying, special educational needs, domestic issues and much more. It is a system which ensures that students are safe and fully supported, and staff are trained and use CPOMS to report any concerns about the children in their care. When a child transfers from one school to another, information from CPOMS can also be transferred to the new school if they also use CPOMS. The transfer of information is done in a secure way and means that the safeguarding of a child is continued when they have left a school. The Safeguarding Lead at the Local Authority has access to CPOMS for emergency use, for example when schools are not in session.

International Transfers outside the European Economic Area

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, ensuring there are adequate safeguards in place. The transfer mechanisms include standard contractual clauses, adequacy agreements, and International Data Transfer Agreements.

Your rights in relation to your personal data held by us

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact your child's form tutor, or the administration office at your child's school.

Please also refer to our Data Protection Policy for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- Be informed about how the MAT uses your personal data
- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified
- Restrict processing of your personal data
- Object to the making of decisions about you taken by automated means

- Have your data transferred to another organisation
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Claim compensation for damage caused by a breach of your data protection rights
- Withdraw your consent and request that we erase your information where consent was used or where we no longer have a reason to keep it

If you want to exercise any of these rights then you should contact the administration office at your child's school. The law does not oblige Inspire Education Trust to comply with all requests. If Inspire Education Trust does not intend to comply with the request then you will be notified of the reasons why in writing.

Concerns

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Warwickshire County Council DPO Service, our Data Protection Officer, via schoolDPO@warwickshire.gov.uk

Changes to our privacy notice

We keep our privacy notice under review and we will place any updates on this webpage. This privacy notice was last updated in December 2023.

Appendix – School specific processing

Blue Coat Church of England School

Blue Coat Church Of England School may use Microsoft Teams to help us deliver online lessons where some or all pupils are at home. We will explain at the start of the lesson what our expectations are regarding pupil behaviour, including having pupils at home turn off their cameras and microphones at the start of the lesson, and when to un-mute the microphone. The teacher will position the camera inside the classroom so that it points towards the teacher, and away from pupils.

On some occasions, the teacher may wish to record the lesson for the purposes of allowing children who missed the lesson to catch up, or for the class to be able to refer to the lesson for revision purposes. In which case, Microsoft Teams will notify the user that the session will be recorded. If a student does not wish to participate

in the recorded session, the lesson can be watched at a later date. The teacher will ensure that footage of any such recorded lesson is only shared with children in that class, it will be stored securely and with limited access and they will only retain the footage for as long as necessary, which will be no longer than the end of the current academic year.

We use educational systems for the purpose of supporting students whose first language is not English, and to support students with a low level of literacy.

We use third party systems to help us manage our careers provision to pupils, for staff recruitment purposes, and for communication with staff, students and parents.

Our library provision is supplemented by online systems, allowing access to electronic reading materials and promoting literacy.

We use third party systems and portals to exchange data with exam boards, such as exam entries, withdrawals, results etc.

We share data with third party organisations when they provide work related learning and alternate provision for our students.

We share data with Coventry LA when we source Work Related Learning provision through the LA programme. Further information can be found here via [this link](#).

Our Christmas and other music videos will include performances from participating children, where there is consent for the school to do so. The videos will be published for public access on YouTube and on the school website, for up to two years.

We participate in teacher training with other training providers. Where trainee teacher observations cannot be performed on site due to social distancing measures, teacher observations may take place remotely via a live, private video stream. The camera is pointed away from children. No recording takes place.

The LRS (Learning Records Service) requires us to give the following information:

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

Blue Coat School sometimes creates videos of teachers in classrooms for the purposes of developing teacher pedagogy and improve teaching and learning. Videos are focused on staff members but pupils may appear in videos on screen on through sound. These videos are only available internally within Inspire Education Trust.

Clifford Bridge Academy

Our library provision is supplemented by online systems, allowing access to electronic reading materials and promoting literacy.

Data integration services link our MIS data to the aforementioned systems and platforms to enable them to function.

Our videos, including the school band, will include participating children where there is consent for the school to do so. The videos may be published for public access on the school website, school Facebook page, YouTube and Twitter.

We use the "SayHi" voice and text recognition app for the purpose of translation for students who speak little English. This app records and translates conversations while active which could include individuals in the vicinity of the app user.

Clifford Bridge sometimes creates videos of teachers in classrooms for the purposes of developing teacher pedagogy and improve teaching and learning. Videos are focused on staff members but pupils may appear in videos on screen on through sound. These videos are only available internally within Inspire Education Trust.

Hearsall Community Academy

Our library provision is supplemented by online systems, allowing access to electronic reading materials and promoting literacy.

Stockingford Academy

Stockingford Academy may use Microsoft Teams to help us deliver online lessons where some or all pupils are at home. We will explain at the start of the lesson what our expectations are regarding pupil behaviour, including having pupils at home turn off their cameras and microphones at the start of the lesson, and when to un-mute the microphone. The teacher will position the camera inside the classroom so that it points towards the teacher, and away from pupils.

On some occasions, the teacher may wish to record the lesson for the purposes of allowing children who missed the lesson to catch up, or for the class to be able to refer to the lesson for revision purposes. In which case, Microsoft Teams will notify the user that the session will be recorded. If a student does not wish to participate in the recorded session, the lesson can be watched at a later date. The teacher will ensure that footage of any such recorded lesson is only shared with children in that class, it will be stored securely and with limited access and they will only retain the footage for as long as necessary, which will be no longer than the end of the current academic year.

Some of our videos will include participating children, where there is consent for the school to do so. The videos may be published for public access on the school website, for up to two years.

Walsgrave Church of England Academy

Our library provision is supplemented by online systems, allowing access to electronic reading materials and promoting literacy.

Whittle Academy

We use educational systems for the purpose of supporting students whose first language is not English, and to support students with a low level of literacy.

Our library provision is supplemented by online systems, allowing access to electronic reading materials and promoting literacy.

We participate in teacher training with other training providers.