

Include Norfolk

Data Usage Regarding People That Have Responsibility for our Pupils

You have a legal right to be informed about how Include Norfolk uses any personal information that we hold about you. To comply with this, we provide a “privacy notice” to you where we are processing your personal data. This privacy notice explains how we collect, store, and use personal data about parents and carers.

- Catch22 is the “data controller” for the purposes of data protection law.
- The Data Protection Officer for Catch22 is Beverley Clark, and can be contacted on DPO@Catch-22.org.uk

Why do we collect and use personal information?

We collect and use personal information:

- To communicate in matters directly related to the education of their children.
- To contact them in the event of an incident or other emergency relating to their child.
- To support the process of the admission of a student into an academy

The categories of information that we collect, hold and share (when appropriate) may include:

- Personal Contact Information (such as name, telephone numbers, addresses and email addresses)
- Records of meetings and other interactions with the academy (such as meeting notes, emails and letters)
- CCTV images captured on school premises (where applicable)

The lawful basis on which we use this information

We only collect and use student’s information that we are allowed to and have a valid basis for, which is:

- UKGDPR Article 6 (c) Legal Obligation – e.g., where we are required to do so by the Education Act 1996
- UKGDPR Article 6 (a) Explicit Consent – e.g., additional contact information supplied to us above that required by law

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Storing data

We keep personal information about you while your child attends 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.

Who will we share people that have responsibility for our pupils information with?

We routinely share your information with:

- schools or colleges that the student will attend after leaving us
- respective local authority(s)
- the Department for Education (DfE)
- The NHS as required

Why we share information

We are required to share information about people that have responsibility for our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We do not share information your information with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Beverley Clark, our Data Protection Officer at DPO@catch-22.org.uk

You also have the right, subject to some limitations to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.

- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data corrected, deleted, or destroyed, or restrict processing.
- A right to seek redress, either through the ICO, or through the courts.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact Beverley Clark, Data Protection Officer Catch22, on DPO@Catch-22.org.uk

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated January 2021.