



Stephenson MK Trust

## Privacy Notice - Parent/Carer

At Stephenson (MK) Trust the protected characteristics have been considered in the design of this policy. This policy has been obtained through a review of best policies and The Key.

**Approved by:** Trust Board

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## 1. Introduction

Under data protection legislation, individuals have a right to be informed about how Stephenson MK Trust uses any personal data that we hold about them. We comply with this right by providing privacy notices (sometimes called fair processing notices) to individuals where we are processing their personal data.

This privacy notice explains how and why we collect, store, and use personal data about Parents/Carers

We, Stephenson MK Trust, are the 'data controller' for the purposes of data protection law. Stephenson MK Trust is registered as a data controller with the Information Commissioners Office (ICO). Our registration number is Z3202781.

Our Data Protection Officer is The Schools People (see below).

This Privacy Notice relates to Stephenson MK Trust, its Academies, and any Academies which join the Trust in the future (hereafter referred to as 'The Trust').

## 2. Definition of Parent

The term 'parent' is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the pupil, with whom the pupil lives or whether the pupil has contact with that parent) and includes non-parents who have parental responsibility for the pupil, or with whom the pupil lives.

It is, therefore, possible for a pupil to have several "parents" under education law. This Privacy Notice also covers other members of pupils' families whose information we may process from time to time, including, for example, siblings, aunts, uncles, and grandparents.

## 3. Types of Parent/Carer Data We Collect

The categories of parent/carers information that we collect, process, hold and share includes:

- Personal information such as your name and date of birth
- Contact details including your address, telephone number and email address
- Information relating to your identity including your National Insurance Number
- Other characteristics such as free school meals/pupil premium eligibility, and entitlement to certain benefits.
- Information about family circumstances including court orders affecting the parenting arrangements for pupils
- CCTV images.

We may also collect, store, and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation, and political opinions
- Disability, health, and access requirements
- Criminal Convictions (see below).

We may also hold data about you that we have received from other bodies, including other Schools and Academies, Social Services and Law enforcement agencies.

#### 4. Why We Collect and Use This Information

We collect parental/carers information to safeguard and promote the welfare of your child, to promote the objects and interests of the Trust, to facilitate the efficient operation of the Trust, and to ensure that all relevant legal obligations are complied with. For example, we collect data:

- to decide who to admit to our Academies
- to maintain a waiting list
- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- for the protection and welfare of pupils and others, including our safeguarding/child protection obligations
- for the safe and orderly running of the Trust
- to send you communications that may be of interest to you which may include information about events or activities, news, campaigns, appeals, and other fundraising activities
- to respond to investigations from our regulators, or to respond to complaints raised by our stakeholders
- in connection with any legal proceedings threatened or commenced against the Trust.

#### 5. Collecting Parent/Carer Information

We collect parent/carers information from:

- Application/admissions forms and supporting documentation.
- Social Services if a child is “Looked After,” “Previously Looked After” or subject to a Special Guardianship Order.
- The Local Authority, or local Hospital Trust if a child on roll has/had an assessment because of their Special Educational Needs and/or Disabilities.
- Correspondence with the Trust including via official social media channels
- Authorisation for trips and other enrichment activities
- Complaints.

In addition, the Trust also uses CCTV cameras around the site for security purposes and the protection of staff and pupils.

Most of the information you provide to us is mandatory, some of it is provided to us voluntarily. To comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

#### 6. The Lawful Bases on Which We Use This Information

We only collect and use personal data when the law and our policies allow us to do so.

We process general category data where:

- we need to comply with a legal obligation
- we need to perform a task in the public interest or for our official functions.

Less commonly, we may also process your personal data in situations where:

- we need to protect your vital interest or that of another person
- for our legitimate interest where the Trust is not acting in its official capacity.

We may process special category data:

- to protect your vital interests or those of another person, and where you/they are physically or legally incapable of giving consent
- if the information is manifestly made public by the parent (e.g. on social media)
- for the establishment, exercise or defence of legal claims, or whenever courts are acting in their judicial capacity
- where it is necessary for reasons of substantial public interest
- where it is necessary for reasons of substantial public interest in the area of public health
- for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

## 7. Criminal Proceedings/Convictions and Child Protection/Safeguarding Issues

This information is not routinely collected and is only likely to be processed by the Trust in specific circumstances. For example, if a child protection issue arises, or if a parent/carer is involved in a criminal matter.

Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer (LADO) and/or the Police.

Such information will only be processed to the extent that it is lawful to do so, and appropriate measures will be taken to keep the data secure.

## 8. Consent

We may process personal information without your knowledge or consent, in compliance with the above lawful bases, where this is required or permitted by law and our policies.

In limited circumstances, we may require written consent to allow us to process certain particularly sensitive data. If we do so, we will provide full details of the information that we would like and the reason we need it, so that careful consideration may be given to whether you wish to consent.

Where we rely solely on consent as the lawful basis for processing, consent may be withdrawn at any time (see below).

## 9. Storage and Retention

A significant amount of personal data is stored electronically. Some information may also be stored as a hard copy. All data is stored and processed following the Trust's **Data Protection Policy** and the **Information Security Policy**.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including to satisfy any legal, accounting, insurance or reporting requirements.

Details of retention periods for different categories of your personal information are available in our **Records Retention Schedule**.

## 10. CCTV

We have installed CCTV systems on some of our premises for the safety of staff, pupils, governors and other stakeholders, and for the prevention and detection of crime.

Signs are displayed notifying you that CCTV is in operation.

All CCTV images will be retained for 30 days. After this period, the images are permanently deleted unless they are required for an ongoing incident/investigation which has been identified. For example, if a crime has been observed and recorded, or the images are subject to a legal hold following a subject access request. In such cases, images will be retained for as long as necessary to support any internal or external proceedings.

## 11. Who Do We Share Parent/Carer Information With?

We do not share parent/carers information with anyone without consent unless the law and our policies allow us to do so. We routinely share parent/carers information with:

- our Local Authority, or a pupil's home local authority (if different)
- the Department for Education (DfE)
- schools that pupils attend after leaving us.

From time to time, we may also share parent/carers information with other organisations including:

- Trustees/Governors
- Ofsted
- Police and law enforcement agencies
- Courts, if ordered to do so
- Prevent teams under the Prevent Duty on Schools
- Health and social welfare organisations
- NHS health professionals including the school nurse, and educational psychologists.
- Education Welfare Officers
- Other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances
- Insurance providers/the Risk Protection Arrangement
- Legal advisors
- Professional advisers and consultants
- Our Auditors.

Some of the organisations referred to above are joint data controllers. This means we are all responsible to you for how we process your personal data.

### **Other third-party service providers**

We also share limited personal data with third-party service providers who require access to data to perform contracted services.

These third-party service providers act as data processors on the Trust's behalf. They are required to take appropriate security measures to protect your personal information in line with our policies and the data protection legislation. We authorise these service providers to use personal data only as necessary to perform services on our behalf, or to comply with legal obligations if necessary.

## 12. Transferring Data Outside The UK

We do not routinely share data with organisations outside the UK. Where this may be necessary, we may transfer data with your explicit consent and with appropriate safeguards.

We will not transfer personal data outside the UK unless the transfer complies with the UK GDPR. This means that we cannot transfer any personal data outside the UK unless:

- The Secretary of State has decided that another country or international organisation ensures an adequate level of protection for personal data
- One of the derogations in the UK GDPR applies (including if an individual explicitly consents to the proposed transfer).

## 13. Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed.

In addition, we limit access to your personal information to those employees, consultants, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## 14. Your Data Subject Rights

You have the right to:

- make a subject access request (SAR) (see below)
- withdraw your consent to the processing at any time
- ask us to rectify, erase or restrict the processing of your personal data, or object to the processing of it (in certain circumstances)
- prevent the use of your personal data for direct marketing
- challenge processing which has been justified based on public interest
- request a copy of agreements under which your personal data is transferred outside of the UK
- object to decisions based solely on automated decision-making or profiling. (the Trust does not use automated decision-making and/or profiling in any of its processes and procedures)
- prevent processing that is likely to cause damage or distress
- be notified of a data breach (in certain circumstances)
- ask for their personal data to be transferred to a third party in a structured, commonly used, and machine-readable format (in certain circumstances).
- make a complaint to the ICO.

For more information about your rights please see here [For the public | ICO](#)

## 15. The Parental Right to the Educational Record

This right does not apply to Academies and other free schools. Please refer to 'Subject Access Requests' in the Pupil Privacy Notice.

## 16. Your Duty to Inform Us of Change

The personal information we hold about you must be accurate and current. Please keep us informed if your personal information changes during your child's time with us.

## 17. Subject Access Requests

Under the data protection legislation, you have the right to request access to information about you that we hold. Subject Access Requests may be made in writing or verbally.

If you would like to make a SAR concerning your personal data it would be helpful if this could be made in writing, to the Trust, including:

- your name and address
- the pupil's name if you are making a SAR on behalf of your child
- email address and telephone number
- details of the information required.

For more information about making a SAR please see [Preparing and submitting your subject access request | ICO](#)

## 18. Exercising Other Data Subject Rights

If you wish to review, verify, correct or request the erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Trust in the first instance ([details below](#)).

## 19. The Right to Withdraw Consent

Where you may have provided your consent to the collection, processing, and transfer of your personal information for a specific purpose, and there is no other applicable lawful basis for processing the data, you have the right to withdraw your consent for that specific processing at any time.

For Bridge Academy and MKPPRU, to withdraw your consent please write to:

Shelley Rowland  
School Business Manager  
Bridge Academy  
Jonathans  
Coffee Hall  
Milton Keynes  
MK6 5DE  
[shelley.rowland@bridgeacademy.org.uk](mailto:shelley.rowland@bridgeacademy.org.uk)



For Stephenson Academy, to withdraw your consent please write to:  
School Business Manager  
Stephenson Academy  
Crosslands  
Stantonbury  
Milton Keynes  
MK14 6AX  
[reception@stephensonacademy.org.uk](mailto:reception@stephensonacademy.org.uk)

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another lawful basis for doing so in law.

## 20. Complaints

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

If you consider our collection or use of personal information is unfair, misleading or inappropriate, or you have any other concerns about our data processing, please raise this with us in the first instance by contacting Lyndsay Preen, Head of Operations on 01908 889400.

If you have any concerns that we are not able to resolve to your satisfaction, you can contact our Data Protection Officer at [DPOService@schoolspeople.co.uk](mailto:DPOService@schoolspeople.co.uk).

Alternatively, you can register your concern with the UK's data protection regulator - the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>
- Call 0303 123 1113
- Or write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 21. Changes to this Privacy Notice

This notice will be reviewed every year or as necessary in response to changes in the data protection legislation or our processing activities.

We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make substantial changes.

## 22. Contact

If you would like to discuss anything in this privacy notice, please contact Lyndsay Preen, Head of Operations on 01908 889400.