Privacy Notice – Parents/Carers

How we use parent/carer information

Version	Date	Author	Summary of Changes
5.0	Nov 2026	CJO	Page 3 – Addition of new section 'How we use artificial intelligence (AI). Included 'Ofsted' and 'TDA' to organisations we share information with.
4.0	Aug 2026	CBR	Page 3 – Clarified retention of children's educational records. Removed reference to specific retention periods and added reference to Data Retention Policy
Earlier versions are available on request.			

Purpose of this Privacy Notice

As your child's school, we need to collect and use some information about you. We do this for a number of reasons. This privacy notice tells you what information we collect and use about you and why we use it. It is very important that information about you is kept safe and we explain in this privacy notice how we do this.

If you want to know anything about what we do with information about you then please ask a member of school staff.

We also have a person called the **Trust Data Protection Lead** and an external **Data Protection Officer** (DPO) service. They can answer questions you have about what the school does with your information. Please see the end of this privacy notice for their contact details.

Policy Statement

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**. We might also need to continue to hold your personal data for a period of time after your child has left the school. Anything that we do with an individual's personal data is known as **processing**.

Our use of personal data is covered by a set of rules called the General Data Protection Regulation (GDPR). These rules were brought into UK law in the Data Protection Act 2018.

This privacy notice tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

We have also included a section about your rights in relation to your children who attend the school. A Privacy Notice for Pupils is available on our website.

What information do we collect and use about parents/carers?

We collect many different categories of information, for example:

- Personal details (for example, name, date of birth, national insurance number)
- Contact details (for example, address, telephone number, email address)
- Family details (for example, details of other children, emergency contacts)
- Admission requests
- Records of communications (for example, emails, phone messages and letters)
- Records of visits to school (for example, time and date, the person you visited)
- Photographs of you or images on CCTV
- Banking details (a credit or debit card registered with our payment system)
- Records of transactions in our payment system
- Consent for school visits and extra-curricular activities

In some cases, we will also have:

- Information about consultation with other professionals
- Information about your employment and financial situation
- Information about any care or contact orders relating to your child(ren)

Why we collect and use this information

We use the information to:

- Support the admissions process
- Support learning for your child(ren)
- Maintain a safe environment for our pupils
- Provide appropriate pastoral care
- Enable you to pay for activities for your child(ren)
- Enable you to pay for school meals for your child(ren)
- Enable free school meals to be provided
- Comply with our legal obligations to share information
- Ensure your health and safety if you visit school
- To keep you up to date with news about the school

The legal basis for using this information

Based on the reason we are using your personal data, our use will be legal due to one of the following:

- Informed consent given by you [GDPR Article 6(1)(a)]
  For example, the use of banking information in our payment service.

- To meet a legal requirement [GDPR Article 6(1)(c)]
  For example, providing your contact details to the local authority.

- To protect the vital interests of you or someone else [GDPR Article 6(1)(d)
  For example, giving your contact details to emergency services.

- Delivering a public task [GDPR Article 6(1)(b)]
  For example, recording communications about your child(ren) being absent from school.

How we use artificial intelligence (AI)

We may use artificial intelligence (AI) tools and systems to help staff carry out their work and support the services we provide. These tools are used in line with data protection legislation and our internal data protection, governance and risk management checks and approval processes. Where AI tools process personal data, this is done under the principles of fairness, transparency, and accountability, and only where a lawful basis applies. We do not use AI tools and systems for automated decision-making that has legal or similarly significant effects on individuals.

Storing your personal data

Some of the personal data that we collect and use is added to the Educational Record for your child(ren). This record is kept while they attend the school. When they move to another school, their record will be transferred to that school. Once your child has finished statutory education at age 16, their school will retain their record until they turn 25.

If you would like to know how long we keep a specific piece of personal data, please see our Data Retention Policy or contact the Trust Data Protection Lead whose details can be found at the end of this privacy notice.

Keeping your information safe

It is very important that only people who need to use your information can see it. The school keeps your information safe by:

- Securing our buildings and checking all visitors.
- Providing staff with lockable draws and cupboards so that information is locked away.
- Disposing of confidential paper documents safely by shredding them.
- Having secure electronic storage of information.
- Reminding staff to ensure that they are not overheard or their monitor is not viewed by anyone not authorised to know or see information about you.

Sharing your personal data

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we may share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data
- The local council
- The Department for Education
- Ofsted
- Teacher Regulation Agency (a Department for Education executive agency)
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers

Where we share your personal data with someone who is a supplier or service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. Depending on the legal basis on which we are using the information, you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing: please contact the Data Protection Lead.

The right to be informed

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have the following rights.

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data you can contact the school or the Trust Data Protection Lead whose details can be found at the end of this privacy notice. You may also need to supply us with standard information to verify your identity.

Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it or to provide it in an electronic format that you can give to someone else. For some personal data, if we are subjecting it to automated decision making, then you have the right to object to this.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Lead.

Access to personal data about your child(ren)

Where your child is under the age of 12 it is usually assumed that they are not able to make decisions about their personal data. That right is usually given to parents or a guardian. To access the personal data relating to your child you will need to follow the same procedure as you would to access your own personal data.

If your child requests access to their personal data, then we will normally refer that request to you for confirmation before releasing the data.

Once your child reaches the age of 12, in most cases they are assumed to be able to make their own decisions about their personal data. This means that we will not refer any request for access to their own data. Similarly, if you wish to make a request for data about your child we may refer that request to them for confirmation.

It is worth knowing that under the terms of the Data Protection Act (2018) parents do not have an automatic right to access information about their child(ren) through a subject access request.

Who to contact

The Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller.** All members of TMET staff work for the data controller.

If you have a data protection query, we recommend that you contact the **Data Protection Lead**:

Trust Data Protection Lead:	Cathy Brown
Email address:	dpo@tmet.uk
Contact number:	0116 214 3148
Contact address:	The Mead Centre, 343 Gipsy Lane, Leicester, LE4 9DD

Schools/trusts are also required to have someone called a **Data Protection Officer or DPO**. The DPO advises the Trust and school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Name of DPO:	GDPR Sentry Limited
email address:	support@gdprsentry.com
Contact number:	0113 804 2035
Contact address:	Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire, LS23 7FG

If you have any questions about this privacy notice, please contact the Trust Data Protection Lead or the Data Protection Officer.

Concerns

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/ or call 0303 123 1113.