



**HCAT**

**Privacy Notice –  
Parents and Carers**

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# HCAT Privacy Notice – Parents and Carers

## 1. Introduction

We are HCAT (the Trust). We are the data controller for the personal data we process under this privacy notice. This privacy notice applies to all schools within our Trust. Our Data Protection Registration Number is ZA784980.

Your privacy is important to us. This privacy notice explains the personal data we process, how we process it and for what purpose.

## 2. Who We Are

We are HCAT, responsible for managing the schools within our trust. Our contact details are [feedback@hcademytrust.education](mailto:feedback@hcademytrust.education)

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 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".

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

## 3. The Data We Collect

The categories of information that we collect and process include:

- Personal Information: Name, address, contact details.
- Relationship Information: Your relationship to the pupil and your involvement in their education.
- Financial Information: Payment details for school fees or activities.

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.

## 4. 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 the school and when you attend the School site and are captured by our CCTV system.

If you provide us with information that belongs to someone else i.e. emergency contact phone number for someone other than yourself, you must get permission from that person to share the information with us.

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.

## 5. Why we collect and use information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use information, for the following purposes:

- To communicate with you regarding your child's education and welfare.

- To manage school-related payments and financial records.
- To involve you in school activities and events.
- To comply with legal obligations.

## 6. Legal Basis for Processing

Under the UK General Data Protection Regulation (UK GDPR), UK GDPR - Article 6 the lawful bases we rely on for processing information are:

- Performance of a Contract: Managing the educational relationship and associated services.
- Legal Obligation: Compliance with laws regarding education and child welfare.
- Consent: For specific purposes like promotional materials or optional activities.

## 7. Collecting pupil information

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school, we are sent a secure file containing relevant information.

Pupil data is essential for the schools' operational use. Whilst most of the pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain pupil 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.

## 8. Data Sharing

We routinely share pupil information with:

- With school staff: For the purpose of managing and supporting your child's education.
- With external agencies: When necessary for safeguarding and legal compliance.
- With service providers: For services like payment processing and school communication platforms.

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

## 9. Data Retention

We retain parent data for as long as necessary to fulfil the purposes we collected it for, including legal, accounting, or reporting requirements. Specific retention periods are outlined in our Data Retention Guidance.

## 10. Your Rights

Under UK GDPR, parents and pupils have the right to request access to information about them that we hold.

- Access: Request access to your personal data.
- Rectification: Request correction of inaccurate or incomplete data.
- Erasure: Request deletion of data where applicable.
- Restriction: Request restriction of processing under certain circumstances.
- Data Portability: Request transfer of your data to another organisation.