



Bottisham Village College  
Lode Rd, Cambridge  
CB25 9DL, United Kingdom  
01223 811250  
office@anglianlearning.org  
www.anglianlearning.org

## Privacy Notice for Parents/Carers

Under data protection law, individuals have a right to be informed about how an organisation uses any personal data that is held about them. We comply with this right by providing privacy notices to individuals whose personal data we are processing.

This privacy notice explains how we collect, store and use personal data about parents/carers.

### Who we are

Sawston Village College is part of Anglian Learning. Anglian Learning is the organisation which is in charge of your personal information. This means the Academy Trust is called the Data Controller.

The postal address of the Academy Trust is:

Anglian Learning  
c/o Bottisham Village College  
Lode Road  
Cambridge  
CB25 9DL

If you have queries regarding how we use your personal information you can contact our Data Protection Officer. The role of the Data Protection Officer for the Trust is being undertaken by The ICT Service. Our Data Officer at The ICT Service is Paul Stratford who can be contacted on 01480 373229 or [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk).

### The personal data that we hold:

Personal data that we may collect, use, store and share (when appropriate) about parents/carers may include but is not restricted to:

- Name, address and date of birth
- Contact details, contact preferences, identification documents
- Characteristics (such as ethnicity, language)
- Employment details such as place of work, occupation, job title, NI number
- Court orders
- CCTV footage

We may also hold data about parents that we have received from other organisations, including other schools, local authorities and the Department of Education

## **Why we collect and use your information**

We use this personal data to:

- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting list
- Provide information on progress and attainment
- Comply with the law regarding data sharing

The use of your information for these purposes is lawful for the following reasons:

- Anglian Learning is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be activities that are not core to education but we think would benefit our pupils. If you give your consent, you may change your mind at any time.

Less commonly:

- We need to protect an individual's vital interests (or someone else's vital interest)

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

## **How we collect your information**

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

## **When we give your information to others**

We will not give information about you to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact the relevant school.



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Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- The Local Authority
- Suppliers and service providers
- Survey and research organisations
- Health Authorities
- Health and social welfare organisations
- Charities and voluntary organisations
- Police forces, courts and tribunals

Our disclosure of your personal data is lawful for the following reasons:

- Anglian Learning is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- There is substantial public interest in disclosing your information because it is necessary to keep our pupils safe from harm.
- We may not need consent to disclose your information. However, if at any time it appears to us that we would need consent then we will ask you before a disclosure is made.

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if you live abroad or if your child moves to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you about it and make sure that you are happy for us still to send your information.

### **How long we keep your information**

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in our pupil files. We usually keep these until their 25<sup>th</sup> birthday unless your child move to another school in which case we send your child's file to their new school. We have a policy which explains how long we keep information. It is called a Records Retention Policy and you can find it here <https://anglianlearning.org/financial-documents/data-protection/> or ask for a copy at the school office.

## Your rights

You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy which is available on the Anglian Learning website <https://anglianlearning.org/financial-documents/data-protection/>

A list of third parties that we share information can be obtained from the school.

## Complaints

We take any complaints about our processing of personal data very seriously.

If you think that our processing of personal data is unfair, misleading or inappropriate or have any concerns about our data processing please raise it with us in the first instance.

To make a complaint please contact Claudine Bateman, Director of Operations on [cbateman@anglianlearning.org](mailto:cbateman@anglianlearning.org). You can also contact our Data Protection Officer on [dpo@theictservice.org.uk](mailto:dpo@theictservice.org.uk) or by letter addressed to:

Paul Stratford  
Speke House  
17 Compass Point Business Park  
Stocks Bridge Way  
St Ives  
Cambridgeshire  
PE27 5JL

If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.  
On line: <https://ico.org.uk/concerns/>