

Privacy Notice – Parents Data
<p>What is our lawful basis for processing this data</p> <p>Public Task</p> <p>It is in the public interest and our official duty to provide your children with an education, safeguarding and promoting your children's welfare, and facilitating the efficient operation of each academy and the sixth form college</p>
<p>What data do we collect</p> <p>Parent/Guardian/Carer's:</p> <ul style="list-style-type: none"> • Contact details such as name, address, telephone number, email • Details required for Free School Meals and Pupil Premium eligibility such as date of birth, national Insurance number, and eligibility for certain benefits • Characteristics, such as ethnicity and disability • Family Circumstances <p>We may also hold data about you that we have received from other organisations, including other schools/colleges and social services.</p>
<p>Why do we need it and what do we do with it</p> <p>We collect and use this information, for the following purposes:</p> <ol style="list-style-type: none"> a) Report to you on your child's attainment and progress b) Keep you informed about the running of the school (such as emergency closures) and events c) Protect student welfare <p>We retain parental information securely as electronically on our IT systems and in Student Files as paper copies in filing cabinets in our offices.</p>
<p>How long do we keep it</p> <p>We hold this data up until the student leaves the School/College.</p> <p>We may hold relevant data up to the child's 25th birthday if relating to children's safeguarding and Special Educational Needs.</p>
<p>Who we share this information with and why</p> <ul style="list-style-type: none"> • Our local Authority <ul style="list-style-type: none"> ○ to Liverpool Council SEN panel for needs assessment and creating Education Health and Care Plans for your children, as well as other associated professionals such as Educational Psychologists. ○ to Liverpool Council Services and Safeguarding teams, social workers and associated professionals for vulnerable children. ○ to Liverpool to check Free School Meals and Pupil Premium eligibility • Schools or colleges that your children attend after leaving us (so they have your contact details) <p>Other than this, we do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.</p>

What are your rights

You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. We will respond to you within 30 days after we have received any request (including any identification documents requested).

You have the right to:

1. Ask for a copy of the information that we hold about you;
2. Correct and update your information;
3. Withdraw your consent (where we rely on it).
4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;
6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.

Please see our [Data Protection Policy](#) for further information and for details of how to make a request.

Contact information

You can exercise the above rights and/or manage your information by contacting us using the details below:

Identity of data controller: LIPA Multi Academy Trust

Postal address:

LIPA Multi Academy Trust,

Upper Duke Street

Liverpool

L17BT

Phone:

LIPA Primary and High School: 0151 958 0020

LIPA Sixth Form College: 0151 330 3232

Our Data Protection Officer is Nicola McFerran, you can contact them at DPO@lipaprimary.org

Complaints

If you wish to raise a complaint on how we have handled your personal data, please contact us at DPO@lipaprimary.org

If you are not satisfied with our response you can complain to the Information Commissioner's Office (ICO). The ICO's contact details are below:

Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: casework@ico.org.uk

Phone: 0303 123 1113