

*'They will soar on wings like eagles ...'*  
Isaiah 40:31

collaborate | enrich | trust | innovate | aspire | nurture



Multi Academy Trust Policy

Common Trust Policy, Use as Published

Privacy Notice for Parents & Carers – Use of your personal data

Date adopted by Trust Board: 23/05/2018

Date of Review: March 2026

Date of next Review: March 2028

Contents

1. Who We Are.....	3
2. The Personal Data We Hold .....	3
3. Why We Use This Data.....	4
4. Our Lawful Basis for Using Personal Data.....	4
5. Collecting This Data.....	5
6. How We Store Personal Data.....	5
7. Who We Share Data With .....	5
8. Your Rights .....	6
9. Complaints .....	6
10. Contact Us.....	6

This privacy notice explains how Aquila, The Diocese of Canterbury Academies Trust collects, stores and uses personal information about parents and carers of pupils attending our schools.

Under UK data protection law (UK GDPR and the Data Protection Act 2018) individuals have the right to be informed about how their personal data is used. This privacy notice explains how and why we process personal data about parents and carers.

## 1. Who We Are

Aquila, The Diocese of Canterbury Academies Trust is the data controller for personal information processed by schools within the Trust.

The Trust is registered with the Information Commissioner's Office (ICO) as a data controller.

Aquila, The Diocese of Canterbury Academies Trust  
Suites 19 & 20 Motis Business Centre  
Cheriton High Street  
Folkestone  
Kent CT19 4QJ

The Trust has appointed a Data Protection Officer (DPO) who oversees compliance with data protection legislation.

Data Protection Officer

Tracey Howard

Email: [DPO@aquilatrust.co.uk](mailto:DPO@aquilatrust.co.uk)

Telephone: 01303 905103

Individual schools within the Trust also have a Data Protection Representative who manages day-to-day data protection matters locally.

## 2. The Personal Data We Hold

We collect and use personal information about parents and carers in order to support the education and welfare of pupils attending our schools.

Personal data we may collect includes:

- Contact information
- Name
- Address
- Email address
- Telephone numbers
- Contact preferences
- Financial information
- Bank details where required for payments, refunds or direct debits
- Information relating to eligibility for benefits or financial support (e.g. free school meals)
- Family and relationship information
- Relationship to the pupil
- Details of parental responsibility
- Emergency contact information
- Safeguarding information
- Court orders or custody arrangements
- Information provided by social services or safeguarding professionals where relevant
- Communication records
- Records of meetings, correspondence and communications with the school
- Complaints or concerns raised

- Special category data (where necessary)

In some circumstances we may process more sensitive information, including:

- Health information relevant to school activities
- Religion or faith (where relevant to admissions arrangements)
- Photographs or CCTV images captured on school premises

### 3. Why We Use This Data

We use personal data about parents and carers to:

- Communicate with you about your child's education and progress
- Provide important school updates (such as emergency closures or safeguarding matters)
- Manage admissions and waiting lists
- Process payments for school meals, trips, clubs and services
- Provide appropriate pastoral care and support
- Safeguard and promote pupil welfare
- Administer school operations and services
- Assess and improve the quality of education and services
- Carry out surveys or research to improve provision
- Comply with legal and statutory obligations

#### Use of Personal Data for Communications and Marketing

Where you have provided consent, we may send you information about school events, fundraising activities or campaigns.

You can withdraw consent at any time by contacting the school or Trust.

#### Automated Decision-Making

We do not currently use automated decision-making or profiling processes that significantly affect individuals.

If this changes, we will update this privacy notice.

### 4. Our Lawful Basis for Using Personal Data

We only collect and use personal data when the law allows us to.

Most commonly, we process personal data where:

- We need to comply with a legal obligation
- We need to perform a task in the public interest related to education
- We need to fulfil a contract for services provided by the school

Less commonly we may also rely on:

- Consent
- Vital interests (to protect someone's life or safety)
- Relevant legislation includes:
  - Education Act 1996
  - Children Act 1989
  - School Standards and Framework Act 1998
  - UK GDPR and Data Protection Act 2018

#### Processing Special Category Data

Where we process more sensitive personal data, we do so only where the law allows, including where:

- We have obtained explicit consent
- Processing is necessary for safeguarding children
- Processing is necessary for reasons of substantial public interest
- Processing is necessary for health or social care purposes

- Processing is required for legal claims

## 5. Collecting This Data

Most of the information we collect about parents and carers is provided directly by you. However, we may also receive information from:

- Local authorities
- Government departments
- Other schools or education providers
- Social services
- Police forces, courts or tribunals

Some information must be provided in order for schools to meet their legal duties. Where information is optional, we will make this clear.

## 6. How We Store Personal Data

We store personal data securely in accordance with the Aquila Data Retention Policy.

Information about parents and carers is generally retained while a pupil attends a Trust school and for a period afterwards, in line with national records management guidance.

We have appropriate security measures in place to prevent personal data from being:

- accidentally lost
- accessed without authorisation
- altered or disclosed improperly

When personal data is no longer required, it is securely deleted or destroyed.

## 7. Who We Share Data With

We do not share personal information about parents or carers with third parties unless the law allows us to do so or it is necessary to support a child's education or welfare.

We may share information with:

- Local Authorities
- Including Kent County Council, where required for education services, safeguarding or statutory reporting
- Government Departments
- Including the Department for Education (DfE) where required by law
- Regulators
- Including Ofsted during inspections
- Service Providers

Companies providing services to the Trust such as:

- Management Information Systems
- Parent communication systems
- Catering providers
- Educational software providers
- IT and cloud service providers
- Payment systems

These organisations only process data on our behalf under strict contractual controls.

Health and safeguarding partners including:

- NHS services
- School nurses
- Social care services
- Safeguarding partners
- Professional advisers
- Including auditors, legal advisers and consultants

- Law enforcement and courts
- Where required to comply with legal obligations

#### International Data Transfers

Where personal data is transferred outside the UK, we ensure appropriate safeguards are in place in accordance with UK data protection law.

#### 8. Your Rights

Under UK data protection law you have rights including:

- The right to be informed
- The right to access personal data (Subject Access Request)
- The right to have inaccurate data corrected
- The right to request deletion of data in certain circumstances
- The right to restrict processing
- The right to object to processing
- The right to withdraw consent
- The right to lodge a complaint

To exercise your rights, please contact the Trust's Data Protection Officer.

#### 9. Complaints

If you have concerns about how we use personal information, please contact the Trust's Data Protection Officer in the first instance.

You can also complain to the Information Commissioner's Office (ICO):

<https://ico.org.uk/concerns>

Telephone: 0303 123 1113

#### 10. Contact Us

If you have any questions about this privacy notice or how we process personal data, please contact:

Tracey Howard

[DPO@aquilatrust.co.uk](mailto:DPO@aquilatrust.co.uk)

You may also contact your child's school office for local data protection enquiries.