

The RISE Trust

Privacy Notice for Parents and Pupils

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About this Privacy Notice

The RISE Trust is covered by The RISE Trust's Data Protection Policy.

Individuals have a legal right to be informed about how we use their personal information. This Privacy Notice explains how we collect, store and use personal information. It is intended for children, young people and parents (including carers or guardians who we refer to in this privacy notice as 'parents') and we encourage all to read it. We also hold a separate Privacy Notice for the trust's workforce and one for our young people in simpler terms.

Our aim is to always provide clear information about the personal information we are using and why we are using it. We have tried to keep the language in this Privacy Notice as simple as possible, however if anything is unclear or if you have any concerns, please contact The RISE Trust CEO.

This is the trust's main 'overarching' Privacy Notice and it applies generally to the personal information that we collect and use. Unless there is a lawful reason not to do so, we will also provide more specific privacy information at the point at which we collect or use personal information, for example if we collect personal data via an online or paper form.

Whilst much of the personal information that we collect is mandatory (ie it must be provided so that we can manage the trust, fulfil our legal obligations and provide an education), some of it is requested on a voluntary basis. We will explain to you whether there is a requirement to provide certain information to us, or whether you have a choice in doing so. Where this is the case, we will request consent at the point we collect the information.

For the purposes of data protection law, The RISE Trust is the 'Data Controller'. Our Data Protection Officer is One West; contact details are provided at the end of this privacy notice.

The personal data we hold (categories of personal data)

We process personal information to be able to run the trust, to provide children and young people with our services and support, and to make sure that we can look after our children and young people appropriately. We may collect information directly from children, young people or parents or from other places including settings, schools, the local council and the Department for Education (DfE). Examples of the types of personal data that we may collect, use, store and share (when appropriate) are listed at Appendix 1.

Our lawful reasons for processing child/parent information (lawful bases)

Data Protection law requires us to have a legal reason ("Lawful Basis") for processing the personal data we use. These reasons are listed under Article 6 of the 'UK General Data Protection Regulation' (UK GDPR). Our lawful basis for processing will be explained at the point at which we collect personal information unless there is a lawful reason not to do so (for example where it is for the prevention or detection of crime).

The RISE Trust processes a wide range of personal data for a variety of purposes, as described above. The lawful bases we rely on will therefore vary. However, generally, the lawful bases we mainly use in relation to children, young people and parents are:

- **We need to comply with the law (we have a legal obligation):** for example we collect and use child and young person's information under legal and statutory obligations within the Education Act 1996, The Children Act 2004; Education and Inspections Act 2006; Education Act 2011; the Family and Children Act 2014 and Keeping Children Safe in Education (KCSIE).
- **We need to carry out a task in the public interest:** for example, the collection and use of children and young people's information is necessary for us to perform our role as a trust and to deliver our public task of providing education to our children and young people.
- **You have given us your consent** for example a photo of you for promotional purposes or our website.
- **We need to protect your vital interests (or someone else's interests)** this relates to life-or-death situations.
- **It is in ours or a third party's legitimate business interests to process the data** where this is the case, we will ensure that we have considered whether our legitimate interests are overridden by your rights and freedoms as the child and young person or parent.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so. We will then cease this aspect of processing.

When a child or young person is considered mentality capable of making their own decisions with regards consent (while there is no defined age, this is normally considered once a child attends Secondary school), their consent choices over-ride those made by the parent or guardian.

Some of the reasons that we use for collecting and using information may overlap and there may be several grounds allowing us to use personal data. There are also other lawful bases that may apply, and this will be made clear wherever possible.

Our lawful basis for processing will be explained at the point at which we collect personal information unless there is a lawful reason not to do so (for example where it is for the prevention or detection of crime).

Special category (sensitive) personal information

We may also collect, store, and use information about you that falls into "special categories" of more sensitive personal data which has extra protection in law and requires us to identify a condition for processing under Article 9 of the UK GDPR.

Special category data is personal data revealing:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership

- genetic data
- biometric data for the purpose of uniquely identifying a natural person (for example fingerprints)
- data concerning health; or
- data concerning a natural person's sex life or sexual orientation

The Article 9 grounds which we may rely on to process special category data include:

- Legal obligation
- Substantial public interest including:
 - Statutory and government purposes
 - Equality of opportunity or treatment
 - Preventing and detecting unlawful acts
 - Preventing fraud
 - Public Health
 - Safeguarding
- Support for individuals with a particular disability or medical condition
- Explicit consent, for example to the use of biometric data, eg fingerprints.
- To maintain your vital interests

Further details about how The RISE Trust complies with data protection legislation with regards the processing of Special Category data can be found in the Special Categories of Data section of the trust's Data Protection Policy.

Criminal convictions

We may process data about criminal convictions or offences. This will usually be where such processing is necessary to carry out our obligations, to exercise our rights, to look after our students and staff or to support the police and other relevant agencies.

We will only use information about criminal convictions or offences where the law allows us to. Usually this will be either on the basis of our legal obligations in relation to safeguarding, preventing fraud, health and safety or with your consent. We also need to identify the relevant condition for the processing, this will usually be substantial public interest.

Collecting child, young person's and parent information

The reasons that we collect and use personal information enable us to provide our children and young people with an education and to help us run the trust. Please refer to **Appendix 1** for examples.

We collect and use information about you in a variety of way including through the trust's introduction and/or admissions process, from correspondence with you and through

assessing educational, social and emotional progress. The ways in which we collect information about you may also include methods as outlined in **Appendix 1**.

We may also collect information about you from third parties such as information from other settings, schools, organisations or other third parties engaging with you outside the trust.

Whom we share child information with

Information about children, young people and parents will not be shared with any third party without consent, unless the law allows us to do so. Where it is legally required or necessary (and it complies with data protection law), personal information may be shared with the relevant local authority to meet our legal obligations to share information such as safeguarding concerns, or we are legally obligated to share certain data with the Department for Education (DfE). To find out more about the data collection requirements that are placed upon us by the DfE including the data that we share with them go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Further examples of with whom we share data are listed at **Appendix 2**.

Third-Party Processors

There are occasions when we contract or commission third party organisations or software systems to carry out functions on our behalf, and inevitably these functions will involve those third parties processing personal data on our behalf. Details of the Third-Party Processors we use, including what data is processed and why can be found at **Appendix 3**.

Third-Party Processors are acting on our behalf, and under our instruction are governed by a contract that meets the requirements defined by GDPR.

Storing child, young person's and parent data

Personal data is stored in line with our data protection policy in a range of different places, including within child files and our IT systems, and the trust's email system.

The information that we create and maintain is kept secure. Once a child's and young person's education/ support with us has ended, we may retain such information beyond their attendance at the trust as deemed necessary and in line with our retention policies. A copy of the Retention Schedule can be obtained by contacting the RISE Trust office 01249-463040.

Transferring data internationally

Where we transfer personal data to a country or territory outside the UK and European Economic Area, we will do so in accordance with data protection law and ensure that we have sufficient safeguards in place.

Requesting access to your personal data

Individuals have the right to request access to information about them that we hold. This is known as making a 'Subject Access Request' (SAR). If you make a subject access request and we hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form within a month, unless an extension is necessary on the ground of the complexity of the request

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact The RISE Trust CEO.

Children have the same rights as adults over their personal data and the trust will assess each request on its own merits. Children and young people can find out what personal information we hold about them and how we use it by making a subject access request, as long we judge that they can properly understand their rights and what this means.

Those with parental responsibility can make a request with respect to their child's data, where the child is not considered mature enough to understand their rights over their own data (mental capacity will be judged by the trust on a case-by-case basis), or where the child has provided consent and it is considered to be in the best interests of the child. Parents also have the right to make a subject access request with respect to the personal data The RISE Trust holds about themselves. If you would like to make such a request, please contact The RISE Trust CEO.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Request to have personal data corrected if you believe that it is inaccurate or incomplete.
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- Restrict our processing of personal data (ie permitting its storage but no further processing) under certain circumstances.
- Object to processing if we are processing your information as part of our public tasks, or on the basis of our legitimate business interests, in which case we will consider your objection, and balance this against our need to process the information.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Withdraw your consent to processing.
- Have personal information, which you have provided, transmitted electronically to another organisation in certain circumstances.
- Not be subject to decisions based purely on automated processing where it produces

a legal or similarly significant effect, unless you have agreed or in other limited circumstances.

- Seek redress, either through the ICO, or through the courts.

Contact and Complaints

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please either contact The RISE Trust CEO (01249-463040).

We take any complaints about our collection and use of personal information very seriously. Any formal complaints will be responded to within 30 days.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please contact Lynn Evans (CEO) or our Data Protection Officer One West: i-west@bathnes.gov.uk or 01225 395959.

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used your data, but they would generally expect you to have raised the issue with us first:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Updates to our Privacy Notice

We may need to update this Privacy notice periodically. This version was last updated - October 2023

Appendix 1: Non-exhaustive list of the types of personal data we process

Data type	Purpose	Where we obtain the data from
Personal identifiers and contacts (such as name, contact details and address).	To look after children and young people's well being and have emergency contact details	Registration forms, introduction forms, course interest forms, other agencies
Characteristics (such as ethnicity, language, and Early Years Pupil Premium eligibility).	To be able to support children and young people appropriately	Registration forms, Wiltshire portal system, 2 year old checks, health care professionals
Safeguarding information (such as court orders and professional involvement).	To safeguard children and young people	Social care, Early Help Hub, Settings, schools, police, solicitors, health care professionals, other partner agencies
Special educational needs	To be able to plan appropriate support for children and young people	Settings, schools, Wiltshire Council, health care professionals, parents, Portage
Medical conditions (such as doctor information, child health, dental health, allergies, medication and dietary requirements).	To be able to cater for child's/ young person's medical/ dietary needs	Settings, schools, Wiltshire Council, health care professionals, parents, Portage
Attendance record (such as sessions attended, number of absences, absence reasons and any previous settings, schools attended).	To monitor and safeguard children and young people	EWO, settings, schools
Test results, assessment and attainment (such as EYFS assessments)	To comply with statutory requirements and Ofsted	Settings, schools, health care professionals
Behavioural information (such as exclusions and any relevant alternative provision put in place).	To be able to plan appropriate support for children and young people	Schools, settings, social care, police, health care professionals
Photographs	To help with promotional materials (permission is always requested), and use for assessment tool (ie Tapestry).	RISE SharePoint/ RISE work devices, parents, young people

Appendix 2: Examples of whom we may share your data with where the law permits (non – exhaustive list)

- The Local Authority – Wiltshire Council
- Schools that children attend after leaving our pre-school
- The Department for Education (DfE)
- The National Health Service to support student safety and vaccination programs.
- The child/ young person's family and representatives.
- Tapestry
- The Ofsted inspector
- Central and local government.
- Auditors.
- Survey and research organisations.
- Security organisations.
- IT support – Oakford Technology Ltd
- Health and social welfare organisations.
- Professional advisers and consultants.
- Educational Psychologists as and when appropriate.
- Charities and voluntary organisations.
- Police forces, courts, tribunals.
- Professional bodies.
- Our Data Protection Officer on occasion, eg to support a subject access request
- Occasionally with trustees

We may be required to share information about our children, young people and families with the local authority to ensure that they can conduct their statutory duties under safeguarding protocols.

Appendix 3: Third Party Processors we use

Third Party Processor	Personal data captured	Purpose	Country the data is processed in	Who the information may be shared with and why
Microsoft Teams	Parent/carer's full name, email address, voice, personal comments and opinions	To provide a remote learning environment/ communication channel for courses and meetings	Republic of Ireland	The family, as evidence of communications, progress, support and feedback. The local authority if any expressed opinions were to be considered a safeguarding concern.
Microsoft Office 365	Family name, contact details, case recording, safeguarding notes, action plans, progress data, EHCPs, Meeting notes, ESAs	To ensure chronological work with families is recorded in order to track progress and provide appropriate support		The family The local authority if any expressed opinions were to be considered a safeguarding concern.