

All Saints Inter-Church Academy

Privacy Notice – Parents/Carers Policy

April 2026

1. Introduction

Under UK data protection law, individuals have a right to be informed about how organisations use their personal data. All Saints Inter-Church Academy (“the Academy”) is committed to processing personal data lawfully, fairly and transparently.

This Privacy Notice explains how we collect, use, store and share personal data relating to parents and carers. It should be read alongside our Privacy Notice for Pupils and any other privacy information we make available.

The Academy is the data controller for the purposes of data protection law.

2. Our Details

Data Controller: All Saints Inter-Church Academy

General contact email: office@allsaints.cambs.sch.uk

Data Protection Officer (DPO): Mrs Rebecca Lawrence, School Business Manager, All Saints Inter-Church Academy

Contact: Email: office@allsaints.cambs.sch.uk (FAO: Data Protection Officer)

3. The Personal Data We Hold About Parents and Carers

We collect and process only the personal data necessary to support pupils, fulfil our statutory duties and operate effectively as a school.

This may include (but is not limited to):

Identity and Contact Information

- Name, address and date of birth
- Telephone numbers and email addresses
- Contact preferences
- Identification documents

Personal and Family Information

- Relationship to the pupil
- Languages spoken
- Ethnic background (where relevant and lawful)

Legal and Safeguarding Information

- Information relating to parental responsibility
- Details of court orders or legal restrictions affecting contact with a child

Employment Information (where relevant)

- Occupation, employer or place of work

- National Insurance number (where lawfully required)

We may also receive information about parents and carers from other organisations, including schools, local authorities and the Department for Education (DfE).

4. Why We Use This Data

We use parents' and carers' personal data to:

- Support pupils' education and wellbeing
- Communicate effectively with families
- Provide appropriate pastoral care
- Safeguard pupils and promote their welfare
- Administer admissions and waiting lists
- Manage legal and safeguarding responsibilities
- Comply with statutory and legal obligations

5. Lawful Bases for Processing

Under UK GDPR, we only process personal data where the law allows us to do so.

In most cases, we process parents' and carers' personal data because:

- We must comply with a legal obligation, or
- It is necessary to perform a task in the public interest as part of our role as a school

In some circumstances, we may also process personal data where:

- You have given consent for a specific purpose, or
- Processing is necessary to protect vital interests, such as a child's safety

Where we rely on consent, it can be withdrawn at any time. We will explain clearly when consent is being sought and how it can be withdrawn.

6. Special Category and Criminal Offence Data

Some personal data is classed as special category data, such as information about ethnicity or health. We only process this data where:

- We have a lawful basis under Article 6 UK GDPR, and
- An additional condition under Article 9 UK GDPR applies, such as:
 - Explicit consent
 - Substantial public interest (including safeguarding)
 - Vital interests

Criminal offence data is processed only where permitted by law and subject to appropriate safeguards.

7. Collecting This Information

Most of the information we collect about parents and carers is mandatory. Where this is the case, we will explain why it is required and the consequences of not providing it.

Some information is provided voluntarily. We will make this clear whenever data is collected.

8. How We Store Personal Data

We store personal data securely, in both electronic and paper-based systems, and restrict access to those who need it to carry out their duties.

We retain personal data in line with the Information and Records Management Society (IRMS) Retention Schedule for Schools and Academies, and dispose of it securely when it is no longer required.

9. Data Sharing

We do not share personal data about parents or carers unless the law allows us to do so.

Where lawful and appropriate, we may share information with:

- Local authorities
- The Department for Education
- Other schools or education providers
- Suppliers and service providers acting on our behalf
- Health and social care organisations
- External support agencies
- Charities and voluntary organisations supporting pupil welfare
- Police, courts and tribunals where legally required

All parties with whom we share data are required to handle it securely and lawfully.

10. How the Government Uses Pupil Data

The Academy is required to share certain pupil data with the Department for Education (DfE) as part of statutory data collections, such as the school census.

This data is used to:

- Inform education funding
- Support accountability and inspection
- Monitor and evaluate education policy
- Enable long-term educational research

Some information is held in the **National Pupil Database (NPD)**. Further information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

11. International Data Transfers

Where personal data is transferred outside the United Kingdom, appropriate safeguards are put in place in accordance with data protection law.

12. Parents' and Carers' Rights

Under data protection law, individuals have the right to:

- Access their personal data (via a Subject Access Request)
- Request rectification of inaccurate or incomplete data
- Request erasure in certain circumstances
- Request restriction of processing
- Object to processing in limited situations
- Request data portability (where applicable)
- Not be subject to automated decision-making

Requests should be made to: office@allsaints.cambs.sch.uk

13. Complaints

We take concerns about personal data seriously. If you have concerns about how we use personal information, please contact us in the first instance.

Data Protection Officer: Mrs Rebecca Lawrence, Email: office@allsaints.cambs.sch.uk

If you remain dissatisfied, you may contact the Information Commissioner's Office (ICO):

- Online: <https://ico.org.uk/concerns/>
- Telephone: 0303 123 1113
- Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

14. Contact Us

If you have any questions about this Privacy Notice or how we handle personal data, please contact: office@allsaints.cambs.sch.uk

15. Review

This Privacy Notice will be reviewed regularly and updated where necessary to reflect changes in legislation, guidance or our data processing practices.