

Parents & Carers Privacy Notice

You have a legal right (under [the General Data Protection Regulation](#)), to be informed about how Primitas Learning Partnership processes any personal data that we hold about you.

‘Processing data’ refers to collecting, using, storing and sharing data (when appropriate)

To comply with this legal requirement, we provide a ‘privacy notice’ to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

Primitas Learning Partnership, The Old Mining College, Queen Street, Burntwood, WS7 4QH, Tel: 01543 229937 is the ‘data controller’ for the purposes of data protection law and is responsible for how your personal information is processed and for what purposes.

Primitas Learning Partnership is registered for this purpose with the Information Commissioner’s Office (ICO).

The Data Protection Officer (DPO) for Primitas is Jackie Hesslegrave who can be contacted via dpo@primitas.co.uk.

The Personal Data we Process

Personal data that we may process about parent and carers includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Details of your family circumstances
- Records of your correspondence and contact with us
- Bank details
- Details of the complaints you have made

We may also collect, use, store and share (when appropriate) information that falls into the special categories of more sensitive personal data, this includes but is not restricted to;

- Photographs
- CCTV images captured
- Ethnic background
- Eligibility for free school meals
- Safeguarding information
- Health and medical conditions

We may also hold data about parents and carers that we have received from other organisations, including other schools or academies, local authorities and the Department for Education.

Why We Use this Data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Provide appropriate systems to enhance learning
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- To keep students safe and look after their wellbeing

Use of Personal Data in Automated Decision-Making and Profiling

We do not currently process any parent and carers personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing including the right to object to it.

We Use this Data so that we Can;

- Comply with Health and Safety and other legal obligations
- Comply with our policies (e.g. Child protection and IT acceptable use policies and our legal obligations)
- Protect student welfare
- Assess the quality of our services
- To carry out research on our schools

Our Legal Basis for Using this Data

We only collect and use parent and carers' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation (The Education Regulations 2005, 2006 & 2013, The Children's Act 1989, The Education Act 1996)
- We need it to provide education to children and perform an official task in the public interest (The Education Act 1996)
- We need it to perform a contract (examples include alternative education provision, specialist professional support, learning platforms, trips and educational activities)

Less commonly, we may also process parent and carers personal data in situations where:

- We have obtained consent to use it in a certain way (for example the use of photographs)
- We need to protect the individual's vital interests (or someone else's interests) and ensure that we can act in an emergency (examples include medical information, contact information, medication information, allergies and religious beliefs)

Where we have obtained consent to use parent and carers personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

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

Change of Purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

We may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Collecting this Information

We collect and receive parent and carer information via:

- registration forms at the start of the school year
- Local Authorities
- Government departments or agencies
- Your child/children
- Police forces, courts or tribunals
- Other schools or Trusts

Parent and carer data is essential for the schools' operational use. Whilst the majority of parent and carers information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain parent and carer information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

How we Store this Data

We hold parent and carer data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our [Document Retention Policy](#).

Data Sharing

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about parent and carers with external organisations/providers.

Please contact [our Data Protection Officer](#) for more information.

Why we Regularly Share Information

We do not share information about parent and carers with any third party without consent unless the law and our policies or internal procedures allow us to do so.

We Routinely Share Information With;

- **Local Authorities**

We may be required to share information about our parent and carers with the local authority to ensure that they can conduct their statutory duties

- **Health Authorities and Bodies**

To enable health authorities to effectively deliver key health provision to students such as vaccinations and approaches.

Public Health England has special permission from the Secretary of State for Health and Social care to use personally identifiable information without peoples consent where it is in the public interest an example of this is the NHS track and trace used in the coronavirus pandemic.

- **Ofsted**

To provide information to our regulator to support their evaluative work of our provision such as student outcomes.

- **Suppliers and Service Providers**

To enable them to provide the service we have contracted them for such as payment for trips and school meals, parent and carer communications IT applications.

- **Financial Organisations / Government Funding Department / Auditors**

To enable them to provide financial support to academies via funding and provision.

- **Survey & Research Organisations**

To provide information to support education related evaluation and to inform teaching and learning approaches

- **Professional Consultants**

To provide information to support student learning such as parent contact details

- **Judiciary and Policing Bodies**

To meet our legal obligations to share certain information with it such as criminal concerns or legislative matters.

Parents and Carers' Rights Regarding Personal Data

Under GDPR, parents and carers have the right to request access to information about them that we hold. To make a request for your personal information please [contact our Data Protection Officer](#) for further information.

Depending on the lawful basis above, you may also have the right to:

- be informed about the collection and use of your personal data
- right to ask us to delete your personal information
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests
- And if the lawful basis is consent, you don't have the right to object, but you do have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

To exercise any of these rights, please [contact our Data Protection Officer](#) for further information.

Withdrawal of Consent and the Right to Lodge a Complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by following our [complaints procedure](#).

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 3rd March 2025.

Contact Us

If you would like to discuss anything in this privacy notice, please [contact our Data Protection Officer](#) for further information.