



Privacy Notice (Ref 04MPTPND)



# Mosaic Partnership Trust

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### History of most recent changes

Version	Date	Page	Change	Origin of Change
V1.0	01/06/2024	Whole Document	Adoption by the Mosaic Partnership Trust and Implementation	New Academy Trust requirement of a Privacy Notice – Parents and Carers



# Privacy Notice (Ref 04MPTPND)

## 1.0 Privacy Notice (Parents):

This is our Trust Privacy Notice for parents, carers and guardians of children (pupils) in the Mosaic Partnership Trust schools.

The Trust aims to ensure that all personal data collected by the Trust and in its individual schools is collected, stored and processed in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act 2018 (DPA 2018).

You have a right to be informed about how we use any personal data that we hold about you. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice applies to all parents, carers and guardians whose children attend a Mosaic Partnership Trust school.

The Mosaic Partnership Trust is based at Parkwall Primary School, Earlstone Crescent, Cadbury Heath, Bristol BS30 8AA for the purposes of data protection law.

Our data protection officer is: Gemma Goodman (Governance Professional and Compliance Officer)

## 2.0 The personal data we hold:

Personal data that we may collect, use, store and share (when appropriate) about you includes but is not restricted to:

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Bank details
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of correspondence and contact with us
- Details of any complaints you have made
- Information about your use of our information and communication systems, equipment and facilities (e.g. school laptops)

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of
- Photographs and CCTV images (if appropriate) captured in school

We may also hold data about you that we have received from other organisations, including other schools and social services.



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### 3.0 Why we use this data:

We use the data listed above to:

- Report to you on your child's attainment, progress and attendance
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services and clubs
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists (in conjunction with the Local Authorities as appropriate)
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations
- Make sure our information and communication systems, equipment and facilities (e.g. school laptops) are used appropriately, legally and safely

Use of your personal data for filtering and monitoring purposes:

While you're in one of our schools, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations.
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations.
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

### 4.0 Our lawful basis for using this data:

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989 and The Data Protection Act 2018 including Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'.

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### 5.0 Storing data:

We keep personal information about you while your child is attending one of our schools. We may also keep it beyond their attendance at one of our schools if this is necessary in order to comply with our legal obligations.

Our data retention guidelines set out how long we keep information about parents and carers and a copy is available from our contact officer (see below).

We have put in place appropriate security measures to prevent personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.



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We will dispose of your personal data securely when we no longer need it.

### 6.0 With whom do we share data with?

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and complies with UK data protection law) we may share personal information about you with:

- Schools/academies that your child attends after leaving us; to assist them in discharging their legal duties.
- Our local authorities; to meet our legal obligations such as safeguarding concerns and exclusions.
- Other local authorities; to share information if you should move out of the area
- The Department for Education (DfE); for statutory returns
- Our regulator – Ofsted
- Our auditors
- The NHS; to assist them in discharging their legal duties
- Schools nurses; to assist them in discharging their legal duties
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Survey and research organisations
- Suppliers and service providers – to enable them to provide the service we have contracted them for. For example:
  - Outsourced provider for school meals
  - Outsourced provider for electronic communication and collaboration - MicroSoft 365
  - Outsourced provider for Management Information System which stores pupil, parent and staff data – Arbor
  - Outsourced provider for educational visits
  - Outsourced provider for safeguarding monitoring of all pupils- CPOMS

### 7.0 Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to:

<https://www.gov.uk/guidance/complete-the-school-census>

### 8.0 Requesting access to your personal data

You have a right to make a 'subject access request' to gain access to personal information we hold about you.

If you make a subject access request, and if we do 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



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- Give you a copy of the information in an intelligible form

You may also have a 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 us (see 'contact us' below).

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's office
- Claim compensation for damages caused by a breach of the data protection regulations

### 9.0 Complaints

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/>

### 10.0 Contact

If you would like to discuss anything in this privacy notice, please contact Mosaic Partnership Trust Governance Professional and Compliance Officer:  
[gemma.goodman3@mosaicpt.org.uk](mailto:gemma.goodman3@mosaicpt.org.uk)

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