

Parent/Carer Survey Privacy Notice

The New Collaborative Learning Trust vision is to create a culture of protecting privacy and personal data. Personal data is information which 'relates to and identifies a living individual'. Personal data should be adequate, relevant and limited to what is necessary.

Who does this notice apply to?

This privacy notice applies to anyone completing the Parent/Carer Survey form.

Data Controller and collection

The organisation responsible for looking after your personal data (Data Controller) is the New Collaborative Learning Trust.

Why do we collect and use this survey information?

The form is anonymous, and all responses can be made anonymously. If parents/carers wish to be contacted about taking part in the Parent/Carer focus group event, you will be asked to provide information such as your name and contact information.

We use Microsoft forms to collect information that supports or inform college/school processes. Contact information (where appropriate) is necessary for us to contact you about the Parent/Carer Focus Group event. Although much of the information relating to personal data on the form is already likely to be held by the Trust, the purposes for processing information in this regard is as follows:

- **GDPR Article 6(1)a** - The data subject has given consent to the processing of his or her personal data for one or more specific purposes.

Storing parent/carers data

We will store parent/guardian data for no longer than necessary. The specific details are stored in parent/carers privacy notice.

Who do we share parent/carers information with?

We do not share Parent/Guardian data unless in rare cases where the welfare of the student is at risk, such as a medical emergency, safeguarding, etc. **We will not pass your information to third parties for direct marketing purposes.**

Personal data will be used with Microsoft Office 365 to enable the event to take place through the Microsoft Teams platform. Please see the link to view Microsoft's Privacy Policy - <http://bit.ly/3nTKO6G>. Data will not be shared with other attendees. Data may be shared internally between colleges.

The organisation will not transfer your data to countries outside the European Economic Area.

Requesting access to your personal data

Under data protection legislation parents/carers have the right to request access to information about them that we hold. This is known as a subject access request. If any exemptions apply you will be notified. To make a request, please email data.protection@nclt.ac.uk.

Other rights in relation to data processing include:

- object to processing of personal data
- have inaccurate personal data rectified, blocked, erased or destroyed

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

DATA PROTECTION OFFICER

If you would like to discuss, or require clarification regarding this privacy notice, please contact the NCLT Data Protection Officer. Enquiries can be forwarded to data.protection@nclt.ac.uk or by calling 01977 702139.