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. The Trust is committed to being transparent about how it 'processes' (including collects, uses, stores, deletes, etc.) personal data, and to meeting its data protection obligations.

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

Who do we share parent/carer 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 vie 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.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. The rights you have depend on the legal basis of us using the information. These are summaries below.

Legal Basis	Right under the Law						
	Informed	Access	Rectification	Erasure	Restriction	Portability	Objection
Consent Art.6(1)(a)	✔	✔	✔	✔	✔	✔	**Withdraw consent**
Contract Art. 6(1)b	✔	✔	✔	✔	✔	✔	✔
Legal Obligation Art.6(1)(c)	✔	✔	✔	X	✔	X	X
Vital Interest Art.6(1)(d)	✔	✔	✔	✔	✔	X	X
Public Interest Art.6(1)(e)	✔	✔	✔	X	✔	X	✔
Recognised Legitimate Interest **Art.6(1)(ea)**	✔	✔	✔	X	✔	X	X
Legitimate Interest Art.6(1)(f)	✔	✔	✔	✔	✔	X	✔
The availability of a right may depend on the circumstances of the request and any applicable exemptions under UK GDPR and the Data Protection Act 2018. In some cases, we may be able to refuse the request, continue processing, or rely on a statutory exemption.							

Automated Decision Making

We do not use automated decision making which would have legal or a similarly significant effect on an individual.

Requesting access to your personal data

Under data protection legislation students/pupils have the right to request access to information about them that we hold. To make a request for your personal information, please contact the Trust Data Protection Team by email:- data.protection@nclt.ac.uk.

Contact

Here is our Data Privacy page - https://nclt.ac.uk/data-protection-and-freedom-of-information/

If you have an enquiry or complaint about the way we are collecting or using your personal data, you should raise it with us in the first instance. You can also raise issues directly to the Information Commissioner's Office at https://ico.org.uk/make-a-complaint/data-protection-complaints/

Data Protection Officer

If you would like to raise a complaint or discuss the handling of your data by NCLT, please contact the Trust Data Protection Team. email:- data.protection@nclt.ac.uk or by calling 01977 802802.