

Privacy notice for Parents

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.

Who we are

We are the Hazeley Academy and our address is The Hazeley Academy, Emperor Drive, Hazeley, Milton Keynes, MK8 OPT. The Academy is the organisation that is in charge of your data and so is the Data Controller. If you want to contact us about how we collect and use your personal information you can contact our Data Protection Lead who is Mr Whitney. You can do this either by letter or by email.

Personal information is information that identifies you as an individual and relates to you. This includes your contact details and our use of CCTV.

How and why we collect your personal information

Below are some examples of the different ways that we use personal information and where it comes from. The Academy's primary reason for collecting and using your information is to provide the best education possible for your child. This falls under the legitimate interest lawful basis for collecting and processing personal information.

- We obtain information about you from admissions forms and from your child's previous schools. We may also get information from professionals such as doctors and from local authorities
- We may have information about any family circumstances which might affect your child's welfare or happiness
- We may need information about any court orders or criminal petitions that relate to you. This is so that we can safeguard the welfare and wellbeing of your child and other students at the Academy
- We use CCTV to make sure that the Academy is safe
- We may send information to you in order to keep you up to date with what is happening at the Academy
- We keep information for as long as we need in order to educate and look after your child and in order to comply with statutory requirements. This will always be done in a lawful way and in line with best practice guidance
- We may need to pass on your information to other organisations, where there is a statutory or legal basis to do so we will do so. If there is not, we will seek your consent and be clear about what you are consenting to.

Your rights

You have the right to:

- Ask us for a copy of the information that we have about you
- Ask us to correct any information we have about you if it is wrong
- Ask us to erase any information we have about you (although we may have good reasons why we cannot do this)
- Ask us to limit what we do with your information (if we are able to do so)
- Object to what we are doing with your information (if not being used correctly)

- Ask us to transfer your information to another organisation in a format that makes it easy for them to use (if we are allowed to)

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint, then you can complain to the Information Commissioner's Office:

Information Commissioner's Office, Wycliffe House, Walter Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate)