



Privacy Notice for Parents (Abridged)

Introduction and Purpose:

Heartlands Community Trust (the “Trust”) operates (currently) Heartlands High School and The Grove (the “Schools”), and is ultimately responsible for how the Schools handle your personal information as Controller i.e. owner of personal data and accountable for processing of the personal data.

The Trust complies with all relevant frameworks for schools and for personal data protection. To continue this trend and be GDPR and Data Protection Act 2018 compliant, this Privacy Notice is designed for Parents/Carers.

Parent Privacy Notice – Key Information

This notice contains the key information about **what, how** and **why** we collect your personal information and what we do with that information and how long we retain it.

Personal information is information that identifies you and relates to you. For example, information about your family circumstances, your financial information and photographs of you.

We strongly recommend you read the full version of our Parent Privacy Notice which is obtainable by contacting Heartlands Community Trust, c/o Heartlands High School, Station Road, Wood Green, London, N22 7ST. Tel No: 020 8826 1230 or email office@heartlands.haringey.sch.uk.

The full version includes additional points, such as, the rights you have in your information, including what decisions you can make about your information, for how long the Trust retains your personal information and our legal bases for using your personal information.

The Trust’s primary reason for collecting and using your personal information is to provide educational services to your child.

We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- We obtain information about you from admissions forms that you submit and from your child's previous school, and the Student Application Form. We may also get information from professionals such as doctors and from local authorities.
- We will have information about any family circumstances which might affect your child's welfare or happiness.
- We may take photographs or videos of you at School events to use on social media and on the School website. This is to show prospective parents, carers and students what we do here and to advertise the School. We may continue to use these photographs and videos after your child has left the School.
- We may send you information to keep you up to date with the development at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the newsletter incidence related to your child while at the School.

- We will keep details of your address securely when your child leaves the School so we can send you and find out how your child is progressing.

In some situations we may need to share your information with third parties. For example:

- In accordance with our legal obligations, we will share information with local authorities, Ofsted and the Department for Education, for example, where we have any safeguarding concerns.
- On occasion, we may need to share information with the police, our legal advisors and our insurers on need basis.

You can reach the Data Protection Officer via email leslie.boodram@heartlands.haringey.sch.uk or on telephone 020 8826 1230 who can answer any questions which you may have about how we use your personal information.

The Data Protection Officer monitors and advises on the School's data protection compliance.