

## Parent Privacy Notice - Key Information

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

The Academy is part of the Cabot Learning Federation (the **CLF**). The CLF operates the Academy and is ultimately responsible for how the Academy handles your personal information.

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 reading the full version of our parent privacy notice which is published on the CLF's website and can be found here <https://www.cabotlearningfederation.net/privacy>. You can also obtain a copy of the full privacy notice by contacting the CLF at [dataprotection@clf.education](mailto:dataprotection@clf.education), by letter to The Data Protection Officer, Federation House, King's Oak Academy, Brook Road, Bristol, BS15 4JT or by contacting the academy main reception. 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 CLF retains your personal information and our legal bases for using your personal information.

The CLF's primary reason for 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 and from your child's previous school. 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 will take photographs or videos of you at CLF events to use on social media and on the CLF website. This is to show prospective parents, carers and pupils what we do here and to advertise the CLF. We may continue to use these photographs and videos after your child has left the CLF. In some cases we may ask for your consent for this purpose. If we ask for your consent you may withdraw this at any time.
- We will send you information to keep you up to date with what is happening at the CLF. For example, by sending you information about events and activities taking place (including fundraising events) and the newsletter.
- We may keep details of your address when your child leaves the CLF so we can keep in touch 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.

The Data Protection lead can answer any questions which you may have about how we use your personal information and can be contacted via Reception. The Data Protection Lead monitors and advises on the CLF's data protection compliance.