



Windsor Academy Trust
(Tenterfields Primary Academy)

How we use your Information
Privacy Notice for Parents/Carers

Parents/Carers Privacy Notice - Key Information

This notice contains the key information about **how** and **why** Windsor Academy Trust (WAT) collects your personal information and **what** we do with that information.

The Academy is part of the Windsor Academy Trust (WAT). WAT 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/carer privacy notice which is published on the WAT website and can be found here [fullversionParents&Carers](#). You can also obtain a copy of the full privacy notice by contacting the Academy on:

info@tenter.windsoracademytrust.org.uk or

phone: 01384818560

. 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 Academy retains your personal information and our legal grounds for using your personal information.

The Academy'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 may take images (photographs or videos) of you at Academy events to use on social media and on the Academy website. This is to show prospective parents, carers and pupils/students what we do here and to advertise the Academy. We may continue to use these images (photographs and videos) after your child has left the Academy.
- We will send you information to keep you up to date with what is happening at the Academy. For example, by sending you information about events and activities taking place (including fundraising events) and the newsletter.

- 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.

You should contact the Academy's Data Protection Lead if you have any questions about how we use your personal information. They can be contacted by info@tenter.windsoracademytrust.org.uk or phone: 01384818560

WAT has a Data Protection Officer who monitors and advises on the Academy's data protection compliance. Their details can be found on the WAT website.