Easy Read Privacy Notice for Parents and Carers

About this notice

Orchard Hill College Academy Trust collects personal information about you. We do this so we can teach and support your child, keep people safe, and run the Trust properly. We must follow the law, read the full Privacy Notice for Parents on the website for more information on how we do this.

This notice explains:

- what information we collect
- why we need it
- who we share it with
- how we keep it safe
- your rights

If you have any questions, you can email: data.protection@ohcat.org

What is personal data?

Personal data means any information that can identify you.
This might include:

- your name and contact details
- information about your family
- things you tell us
- medical details you share
- images or videos of you
- information from meetings or reports

Where we get your information

We get information from:

- You, for example when you fill in forms or speak to us
- Your child
- Your child's previous school or college
- Trust staff, such as teachers
- Your family members
- Health and education professionals (e.g. doctors, social workers)
- The local authority or government organisations

We may also share information *with these same people* when it is needed to support your child or follow the law.

Why we use your information

1. To teach and support your child
   - Helping us plan lessons
   - Understanding your child's needs
   - Supporting their wellbeing

2. To keep students, staff, and visitors safe
   - Safeguarding
   - Health and safety
   - Emergency planning

3. To run the trust properly
   - Managing admissions

- Organising events
- Communicating with families
- Making sure the Trust follows legal rules

4. To promote the Trust
   - Sharing news
   - Fundraising
   - Using photos or videos (sometimes we need your consent)

The lawful reasons we rely on

We are only allowed to use your information if we have a *lawful* reason. These include:
- Public task: teaching and looking after students
- Legal obligation: when the law says we must do something
- Vital interests: protecting someone in an emergency
- Legitimate interests: promoting the Trust, fundraising
- Contract: for example, sending you tickets you have paid for
- Consent: when we ask your permission first

Examples of how we use your information

Here are some examples of how your information may be used:
- To process your child's application and enrolment
- To understand family circumstances that may affect your child
- To keep records for safeguarding and wellbeing
- To use CCTV to keep the site safe
- To manage complaints or concerns
- To share information with the local authority for your child's EHCP
- To send newsletters or event information
- To keep historical records, like old photos for the Trust archive
- To help us run our computer systems safely

Photographs and videos

We may take photos or videos of you at events.

We need your consent to use these on:
- Our Website
- Social media
- Prospectus
- Newspaper or advertising images
- Videos shared publicly

You can withdraw your consent at any time by emailing data.protection@ohcat.org.

Who we share your information with

We only share your information when it is necessary and appropriate.
We may share information with:
- The local authority
- Ofsted
- The Department for Education
- Police (if needed)
- Health and safety officers
- Lawyers or insurers

- Doctors, nurses and health professionals
- Other schools or colleges if your child moves
- Trustees (if required)
- IT and software providers who help us run systems safely

All third-party organisations must follow strict data protection rules.

Sending data outside the UK

Sometimes your data may be accessed from outside the UK—for example, if IT support staff work abroad. We only do this if we are sure your data will be kept safe using UK-approved protection rules.

How long we keep your information

We keep your information only for as long as we need to. Some information is kept for longer (for example, safeguarding records), but only when legally allowed.

Your rights

You have several rights over your personal data. You can ask us to:

- **See** the information we hold about you
- **Correct** information if it is wrong
- **Delete** information (sometimes)
- **Limit** how we use your information
- **Object** to certain uses, such as marketing
- **Receive** your information in a digital format

Some rights may not apply in all situations, but we will always explain why if that happens.

If something goes wrong

If you are unhappy with how we use your information, you can:

1. Email us at data.protection@ohcat.org
2. If you are still unhappy, complain to the Information Commissioner's Office (ICO): https://ico.org.uk/