THE LATIMER ARTS COLLEGE

Privacy Notice for Parents and Carers 2026-27

Status: Statutory

Date of review: November 2026

1. Introduction and who is responsible

The Latimer Arts College collects and uses personal information about parents, carers and other individuals who have contact with the School, including emergency contacts. This notice explains what information we hold about you, why we use it, who we share it with, how long we keep it and your rights.

The School is responsible for deciding how and why your personal information is used (the data controller). We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other relevant laws, as amended by the Data (Use and Access) Act 2025.

The Latimer Arts College, Castle Way, Barton Seagrave, Kettering, NN15 6SW. Telephone: 01536 720300. Email: mail@latimer.org.uk.

Data Protection Officer: Lisa Fleckney. Telephone: 01536 720300. Email: lfleckney@latimer.org.uk.

2. The personal data we hold

Depending on your relationship with the School, we may collect, use, store and share:

- your name, title, address, telephone numbers, email address and other contact details;
- your relationship to the student and information needed to establish parental responsibility, contact arrangements or emergency contacts;
- family and household details, where relevant to the student's education, welfare, safeguarding or support;
- information about Pupil Premium and free school meal eligibility where relevant to the student and the administration of support;
- safeguarding information, including relevant court orders, restrictions, external professional involvement and contact arrangements;
- relevant medical or health information you choose or are required to provide where it is necessary to support the student or manage an emergency;
- records of communications and correspondence with the College, meetings, enquiries, requests and complaints;
- CCTV images of you when you visit or attend the College site;

- payment, account and transaction information where you use School payment services;
- information about your use of School systems or online services, where applicable.

We may also receive information about you from other organisations, including previous schools, North Northamptonshire Council, social services and other agencies involved with the student.

Some information may be special category personal data, such as information revealing racial or ethnic origin, religious or philosophical beliefs, political opinions, trade union membership, health, genetic or biometric information, or information about sex life or sexual orientation. We only process this where the law permits and where it is necessary for a relevant purpose.

We may process criminal offence information where this is necessary and lawful, for example in connection with safeguarding, site security or legal obligations.

3. Why we use your information

We use your information to:

- contact you about your child's education, attainment, progress, attendance, behaviour, wellbeing and safeguarding;
- keep you informed about School arrangements, events, emergency closures and important notices;
- verify parental responsibility, contact permissions and emergency arrangements;
- administer admissions, waiting lists, transfers and other education-related processes;
- support the use of parent communication, online payment, finance and education systems;
- provide appropriate pastoral care, safeguarding and support for students;
- manage enquiries, complaints, requests and correspondence;
- manage the School site, visitor security and CCTV, and investigate incidents where necessary;
- meet legal, regulatory and statutory obligations and support the effective operation of the School.

We do not use your information for direct marketing unless we have a lawful basis to do so. Where we rely on consent for optional communications, you can withdraw it at any time by contacting the School.

4. Our lawful basis for using your information

We must have a lawful basis under Article 6 UK GDPR for each purpose for which we use personal data. Depending on the circumstances, our lawful bases may include:

- Legal obligation (Article 6(1)(c)): where we need to comply with a legal duty.
- Public task (Article 6(1)(e)): where processing is necessary to perform our official functions as a school in the public interest or under our official authority.
- Consent (Article 6(1)(a)): where we have asked for your agreement for a specific optional use and consent is the appropriate basis. You may withdraw consent at any time.
- Vital interests (Article 6(1)(d)): where processing is necessary to protect someone's life in an emergency.
- Legitimate interests (Article 6(1)(f)) may apply to limited activities where the School is entitled to rely on this basis and has considered the impact on your rights. A public authority cannot rely on legitimate interests when performing its public tasks.

For special category data, we also need an additional condition under Article 9 UK GDPR and the Data Protection Act 2018. Depending on the circumstances, this may include explicit consent, employment/social protection law, vital interests, legal claims, substantial public interest, or health and social care. We identify and document the applicable condition for each processing activity.

Criminal offence data is processed only where authorised by law and where the required lawful basis and condition are met.

The School does not rely on a general statement of legitimate interest for all processing. The lawful basis depends on the particular purpose and is recorded in the School's records of processing activities.

5. Collecting information

Most information needed to meet the School's statutory duties or to provide education and support is required. Some information is voluntary. When we ask you for information, we will explain whether you must provide it or whether you can choose not to, and any likely consequences of not providing it.

We may collect information directly from you and from the student, other family members where appropriate, previous schools, North Northamptonshire Council and other local authorities, the Department for Education, health and social care professionals, safeguarding agencies and other organisations involved with the student.

6. How we store information and how long we keep it

We keep personal information only for as long as it is needed for the purpose for which it was collected, in line with the School's retention schedule and applicable legal requirements. The retention period will depend on the type of record and the circumstances.

We use appropriate technical and organisational measures to prevent personal information being lost, misused, accessed without authorisation, altered or disclosed. Access is limited to people who need the information for their work.

When information is no longer required, it is securely deleted, destroyed or anonymised.

7. Who we share information with

We treat personal information confidentially. We share it only where there is a lawful basis and it is necessary for the purposes described in this notice, or where the law requires or permits us to do so. We may share relevant information with:

- North Northamptonshire Council and other local authorities, including for admissions, education, SEND, safeguarding and statutory duties;
- the Department for Education and its agencies;
- School staff who need the information to carry out their roles;
- other schools, education providers, examination boards and careers or progression services;
- school nursing teams, health and social care services, CAMHS/CYPMHS, counsellors and other support professionals where relevant;
- the police, courts, regulators and other public bodies where the law permits or requires disclosure;
- travel companies and providers involved in trips and activities;
- suppliers and service providers supporting School operations, including photography, cashless catering, purchasing and payment systems, management information systems, IT, online learning and parent communication services.

Where a service provider processes personal data on our behalf, we require it to protect the information and use it only in accordance with our instructions and the law. We do not sell personal data.

8. Transfers outside the United Kingdom

Some suppliers may store or access personal data outside the United Kingdom. If personal data is transferred internationally, the School will ensure that the transfer is permitted by data protection law and that an appropriate safeguard or other valid transfer mechanism is in place. You can request further information from the Data Protection Officer.

9. Your rights

Under data protection law, you may have the right to:

- request access to the personal information we hold about you (a subject access request);
- ask us to correct inaccurate or incomplete information;
- ask us to erase information or restrict its use in certain circumstances;
- object to processing in certain circumstances;
- request transfer of information you provided to us, where the right to data portability applies;

- withdraw consent where we rely on consent; this does not affect the lawfulness of processing before consent was withdrawn;
- challenge a decision made solely by automated means where the law gives you that right, including requesting human review where applicable.

These rights are not absolute and may be limited by legal exemptions or where the School must retain or use information to meet its statutory duties, protect students or comply with the law. We will explain the outcome of any request.

To exercise your rights, contact the Data Protection Officer using the details in section 1. The School will respond within the legal time limit. Where a request is unclear and we need clarification, the response period may be paused in accordance with the law.

10. Automated decision-making and monitoring

The School does not currently make decisions about parents/carers solely by automated means that produce legal or similarly significant effects. [

Where relevant, the School may use CCTV and IT filtering and monitoring systems for site security, safeguarding, network security and compliance with acceptable use requirements. Access to recordings, alerts and reports is restricted to authorised people and information is retained in accordance with the relevant retention arrangements.

11. Data protection complaints

If you are concerned about how we collect or use personal information, please raise your concern with the School in the first instance, using the Data Protection Officer's contact details in section 1. You may make a complaint in writing or another accessible format.

The School will acknowledge a data protection complaint within 30 days, take steps to deal with it without undue delay, keep you informed about progress and tell you the outcome. We will maintain a record of complaints and the action taken.

If you remain dissatisfied, you can complain to the Information Commissioner's Office (ICO): https://ico.org.uk/make-a-complaint/ or telephone 0303 123 1113. The ICO's address is Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

12. Contact us

If you have questions about this notice or how the School uses personal information, please contact the Data Protection Officer: Lisa Fleckney, 01536 720300, lfleckney@latimer.org.uk.