

## DDAT ParentPay Privacy Notice

The ParentPay system has been successfully implemented in a number of DDAT schools and provides improved, modern services for parents. Many DDAT schools accept payments online for items such as dinner money, school trips and wrap-around care. ParentPay reduces bureaucracy and streamlines cash handling processes within schools and means children do not have to worry about losing money at school. ParentPay Ltd is a limited company and is registered with the Information Commissioner in terms of the requirements of the UK GDPR to hold and process personal information. To find out more about ParentPay's data protection and security measures, please visit:

<https://www.parentpay.com/schools/features/security/>.

### Using your personal information

DDAT (The Trust) is a "controller" of the personal information you provide when enrolling for a nursery or school which is part of the Trust. When you enrol for a nursery or school, we ask for the following information:

- parent/carer contact details (name, address, phone, email);
- the child's name, date of birth, gender and address;
- registration class, year group, free meal entitlement, allergies and food intolerances.

### Why do we need this information?

DDAT schools hold the information described above on a secure database within their Management Information System (MIS). This information will be shared with ParentPay to allow parents to make online payments for their child's school. The ParentPay system also provides income management for schools, dinner money administration and an integrated parent communication system. DDAT's lawful basis for processing is that of performing a task carried out in the public interest.

### Sharing your information:

ParentPay will hold your information and your child's information on a secure database within the UK and will use your information and your child's information in connection with the provision of online payments for schools and for no other purpose.

### Your rights

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. You can ask for your data to be updated or removed from ParentPay by notifying the DDAT School or the Trust. If you wish your data to be removed from ParentPay, the DDAT School would tell ParentPay to stop using this information, and you would no longer be able to make online payments for your child.

ParentPay will hold your information while your child attends a DDAT School and at the end of that period, The DDAT School will ask ParentPay either to return your information to the School or securely destroy it.

For more information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website <https://ddat.org.uk/gdpr/>. Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer (DPO). If you have any queries or are unhappy about the way that we use your personal information or have

responded to you in relation to any of your rights, you can contact the DPO by email at [Hayley.wharton@ddat.org.uk](mailto:Hayley.wharton@ddat.org.uk) or by writing to The DPO, Derby Diocesan Academy Trust (DDAT), Deepdale Business Park, Ashford Road, Bakewell, DE45 1GT.

You also have the right to complain to the Information Commissioner about the way we have handled your rights, to enquire about any exercise of those rights or to complain about the way that the Trust has dealt with your rights (or any other aspect of data protection law). The Commissioner's Contact Details are Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone number 0303 123 1113 (local rate) or 01625 545745 if you prefer to use a national rate number. Alternately, the ICO can be reached online at <https://ico.org.uk/concerns/handling/>.

Under review