



Privacy Notice for Parents and Carers

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1. Introduction

This Privacy Notice explains what personal data we hold about you and your son, how we collect the data and how we process and share the data. The applicable legislation is the UK General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

The school acts a Data Controller for the data. The Data Protection Officer is Gary Paul.

2. Personal data we collect and use

Whilst the majority of the pupil data you provide to us is mandatory, some of it is provided on a voluntary basis. We collection the data from application forms and secure file transfers from previous schools. We may also hold from local authorities, government departments or agencies and police forces, courts, tribunals

The categories of data that we process include:

Personal information

Name, unique pupil number, address, date of birth, ethnicity, country of birth and contact details and contact preferences

Safeguarding information

Court orders and professional involvement

Medical and administration

Doctors information, child health, allergies, medication and dietary requirements

Attendance

Days attended, number of absences, absence reasons, previous schools attended

Assessment and attainment information

Special educational needs

Behavioural information

Exclusions and alternative provisions

3. How we use your personal information

We collect and use pupil data for the following reasons:

- To support pupil learning
- To safeguard pupils
- To monitor and report on pupil progress
- To provide pastoral care and support services
- To comply with our legal obligations
- To keep you informed about the running of the school e.g. emergency closures and events

4. The lawful bases for processing your data

The lawful bases for processing pupil data for the purposes above are:

Public task

The school is carrying out a task in the public interest i.e. to deliver education

Legal obligation

The school is processing data to comply with the law e.g. health and safety requirements

Fulfilling a contract

The school is processing data to comply with contractual obligations

Vital interests

The school needs to process data to save someone's life

Legitimate Interests

The school needs to process personal data that's outside the scope of the tasks as a school e.g. if the school has a commercial interest

Consent

The school has received clear consent to process data for specific purposes e.g. school photographer

Where you have provided us with consent to use your data, you may withdraw this consent at any time.

4.1 Bases for processing Special Category data

Special category data is personal data that needs more protection because it is sensitive. The data includes racial or ethnic origin, criminal offence data, religious and philosophical beliefs.

We only collect and use it when we have both a lawful basis, as set out above and for one of the following conditions:

- We have obtained your consent to use the personal data in a certain way
- We need to protect life e.g. where the data subject may be physically or legally incapable of giving consent
- The data concerned has already been made manifestly public
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

5. Data storage

We keep personal information while your son is attending our school. We may also keep it beyond their attendance at school if this is necessary. Our UK GDPR Retention Schedule sets out how long we keep information.

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we are no longer required to keep it.

6. Data sharing

Where it is legally required, or necessary and it complies with data protection legislation, we may share personal pupil information with:

- The Department for Education (DfE)
- Local Authorities, in order to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Children's Social Services
- Police
- The schools that pupils will attend after leaving us
- Contracted providers of services

7. Data access rights

7.1 How to access personal information that we hold about you

Under the UK GDPR legislation, you have rights relating to your data. You have a right to make a 'Subject Access Request' to see what information we hold about you.

The Subject Access Request will:

- Confirm whether your personal data is being processed
- Detail the purposes for processing the data
- Detail the sources of the data, if not from you
- Explain why we are holding and processing the data and how long we will keep it for
- Detail who the data has been, or will be, shared with
- Provide you with a copy of the data in an intelligible format

8.2 Your other rights regarding your data

Under the UK GDPR legislation, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Have your personal data deleted, destroyed or restrict its processing
- Have inaccurate personal data corrected
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office (ICO)

9. Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, our Data Protection Officer – Gary Paul, can be contacted on 01963 33234 or by email on sfm@marchant-holliday.co.uk

10. Complaints

We take any complaints about our collection and use of personal data seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this the Headteacher in the first instance.

If you are not satisfied with our response, you are entitled to a complaint to the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

01303 123 1113

<https://ico.org.uk/make-a-complaint/>