

Privacy Notice (How we use parent and carer information)

Hamsey Primary School processes personal information about its parents/carers and is a 'data controller' for the purposes of data protection legislation. We collect information from you.

The categories of parent/carer information that we collect, hold and share include:

- Personal information (such as name and address);
- Contact details (such as telephone number and email details);
- Relationship (such as relationship to child and order of contact);
- Photographs;
- Bank details;
- Special categories of information (such as eligibility for certain benefits, family circumstances, support received and medical conditions).

Why we collect and use this information

We collect and use carer information, for the following purposes:

- To report to you on your child's attainment and progress;
- Keep you informed about the running of the school and events;
- Process payments for school services and clubs;
- Provide appropriate pastoral care;
- Protect pupil welfare;
- Assess the quality of our services;
- Carry out research;
- Comply with our legal and statutory obligations.

The lawful basis on which we use this information

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation;
- We need to perform an official task in the public interest;
- We need to fulfil a contract we have entered into with you.

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way;
- We need to protect an individual's vital interests (protect their life).

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so. Some of the reasons listed above

for collecting and using your personal data overlap, and there may be several grounds which justify our use of your data.

How we collect carer information

We collect carer information via registration forms.

Data is essential for the school's operational use. Whilst the majority of carer information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain carer information to us or if you have a choice in this.

Storing carer data

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

Who we share carer information with

We routinely share carer information with:

- Our local authority;
- Government departments or agencies;
- Our regulator, e.g. Ofsted;
- Suppliers and service providers-to enable them to provide the service we have contracted them for;
- Financial organisations;
- Our auditors;
- Survey and research organisations;
- Health authorities;
- Security organisations;
- Health and social welfare organisation;
- Professional advisers and consultants;
- Charities and voluntary organisation;
- Police forces, courts and tribunals.

Why we regularly share carer information

We do not share information about our carers without consent unless the law and our policies allow us to do so.

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local

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authority for the purpose of those data collections. When these collections are made carer information is also included.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information contact Ann Hill, ahill@skylarkfed.education.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it;
- Tell you why we are holding and processing it, and how long we keep it for;
- Explain where we get it from, if not from you;
- Tell you who it has been, or will be, shared with;
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this;
- Give you a copy of the information in an intelligible form.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- seek redress, either through the ICO, or through the courts.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Data Protection Officer

Caitlin Yapp

However, please contact the school in the first instance if you have a query regarding this privacy notice or how your information is used.

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