



Brocks Hill Primary School

Parent Privacy Notice

1. Overview

This Notice explains how we will collect and use your personal data.

Brocks Hill Primary School is the data controller for personal data that we process about you.

Throughout this Notice, “School” “we”, “our”, and “us” and refers to the school and “you” and “your” refers to those who have parental responsibility for anyone expressing an interest in becoming a pupil in the school (both prior to and at formal application stage), together with those who later become a registered pupil in the school.

We shall process your personal data in accordance with the General Data Protection Regulations 2018 (or GDPR for short). This Notice complies with requirements under both DPA and GDPR.

If there is anything you are unclear about, please email us on datarequest@brockshill.leics.sch.uk and we shall be happy to answer any queries you may have concerning this Notice or the way in which we process your personal data.

2. Where does the school get your personal data from?

We obtain personal data about you from the following sources:

- from you when you register as a parent or guardian of a pupil with us
 - from a pupil’s parent or guardian when they name you are a responsible adult
 - from another school when a child that you have parental responsibility for transfers to us
 - from the local authority who are the admissions authority for the school
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When we obtain personal data about you from third party sources, we will look to ensure that the third party has lawful authority to provide us with your personal data.

3. The purposes for which we process your personal data and the lawful basis for that processing

- We process your personal data for the administration of your child(ren)s position as a pupil with us, including the use of our services such as, attendance monitoring, online payment and catering facilities.
- The lawful basis for this processing is 'Legal obligation' under article 6(1)(C) of the General Data Protection Regulations 2018

4. Who might we share your data with?

- The school will occasionally share your personal data with third parties. For example, it may share some of your data with the local authority or other government bodies.
- The school may also share your data with other professional bodies for legal reasons such as the emergency services.

5. Your rights as a data subject

We thought it would be helpful to set out your rights under GDPR. You have the right to:

- withdraw consent where that is the legal basis of our processing;
- access your personal data that we process;
- rectify inaccuracies in personal data that we hold about you;
- have your data erased once we no longer have a legal basis for holding it
- restrict the processing in certain ways;
- obtain a copy of your data in a commonly used electronic form; and
- object to certain processing of your personal data by us.

Please see <https://ico.org.uk/> for further information on the above rights. You may also contact the school's Data Protection Officer for further information:

6. Further Information

If you have any concerns with regard to the way your personal data is being processed, please contact the Data Protection Officer:

Aimee Harrisonwild

Telephone: 0116 2729100

E-mail: dpo@lionhearttrust.org.uk

Our data controller registration number provided by the Information Commissioner's Office is:

ZA002097