

# Privacy Notice (How we use parent information)

## Information that we collect, hold and share about parents includes:

- Name
- Address
- Telephone numbers
- E-mail addresses
- Languages spoken

## Why we collect and use this information

We use this data to ensure we can contact parents and communicate with them regarding the following aspects of school life:

- to support pupil learning
- to report on pupil progress
- to safeguard pupils
- to communicate regarding pastoral care and pupil welfare
- to assess the quality of our services
- to keep parents informed about school events and activities (including fundraising activities)
- to communicate any other matters relating to their child's education

## The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 was replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR are:

### Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
  - (c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

### Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
  - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1)

based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

As a school we are legally required to collect, process and share some categories of personal data. The information we collect about parents is required for us to carry out our functions, including our responsibility to report on pupil progress, safeguard pupil well being and carry out our responsibilities with regards to pastoral care. We also use the information to keep parents up to date about school events and activities, including those organised by the HGSA in connection with fundraising.

## Collecting parent information

Whilst the majority of information you provide to us is mandatory in order for us to be able to communicate with you regarding your child, 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 when requesting any new information whether you are required to provide it to us or if you have a choice in this.

## Storing parent information

Parent information is held as part of the pupil record. It is therefore subject to the same retention period as pupil files which is currently the date of birth of the pupil plus 25 years.

## Who we share parent information with

The school uses third party software to enable electronic communication with parents and online payments. These are currently operated by School Synergy and Tucasi.. The information shared on these systems includes name, address, telephone numbers and e-mail addresses.

All third parties who we share data with are required to uphold the same data protection standards as the school and provide confirmation that their data storage and deletion procedures and policies comply with the relevant regulations.

We are also required to share parent data with the local authority in the following circumstances:

- As part of referral procedures related to safeguarding/child protection
- To issue penalty notices relating to pupil attendance
- In the event of a pupil receiving a fixed term or permanent exclusion from school

We may also be asked to share parent contact information with the police or school nurses to aid them in carrying out their professional duties.

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

## Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Requesting access to your personal data

Under data protection legislation, parents have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Head Teacher's PA at the school.

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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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/>

## Contact

If you would like to discuss anything in this privacy notice, please contact the school's Data Protection Officer, Mrs P Gilmore, at the school.