



# Privacy Notice

## (How we use parent/carer/contact information)

### The categories of information that we collect, process, hold and share include:

- personal information (such as name, address, telephone numbers)
- special categories of data including characteristics information (such as gender, date of birth, ethnic group, national insurance number)

### Why we collect and use this information

- to support pupil learning
- to provide appropriate pastoral care
- to safeguard pupils

### The lawful basis on which we process this information

We collect and use this information where legislation (including the General Data Protection Regulation or 'GDPR') requires or allows us to do so (Article 6 GDPR) or, in the case of special category data within the meaning of GDPR, where this is (for example) necessary for reasons of substantial public interest (Article 9 GDPR).

### Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### Storing this information

We hold data in accordance with the Information and Records Management Society's Retention Guidelines for Schools.

### Who we share this information with

We share this information with:

- our local authority
- the Department for Education (DfE)
- meal providers
- before- and after-school providers
- educational learning sites
- external educational providers
- health services
- social services

### Why we share personal information

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

#### Local authority

We are required to share information with our local authority (LA).

#### Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis.

### Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required

- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

For more information about the department's data sharing process, please visit:  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the School Business Manager, Mrs. Debra Lowdon.

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 ask 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/>

### **Further information**

If you would like to discuss anything in this privacy notice, please contact the School Business Manager, Mrs. Debra Lowdon.