



Privacy Notice for Parents/Carers

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Signed: _____ Date: _____

(Chair of Governors/Chair of Responsible Committee)

Privacy Notice for Parents/Carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **parents/carers**.

The school is the 'data controller' for the purposes of data protection law.

Our Data Protection Officer's contact details are below:

Nicola Cook

DPO Solutions for Schools Ltd 01296 658502

nicola@schoolsdp.com <https://schoolsdp.com>

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about parents/carers includes, but is not restricted to:

- Contact details, contact preferences
- Parental responsibility
- Gender
- Date of Birth
- NI Numbers
- Details of employment if given to us
- Photographs
- Any additional data which the parent/carer has chosen to share with the school

We may also hold data about other members of a pupil's family who we may process data about from time to time, including for example, siblings, aunts, uncles and grandparents.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer school admissions
- Comply with the law regarding data sharing
- For the protection and welfare of pupils and others in the school, including our safeguarding/child protection obligations
- For the safe and orderly running of the school
- To promote the school

- To send you communications that may be of interest to you which may include information about school events or activities, news, campaigns, appeals, other fundraising activities

Our legal basis for using this data

We collect and use parent/carer information under the General Data Protection Regulations 2018; particularly under Article 6 and also Article 9, where the information is collected and used because it is required in order to carry out the task of educating and ensuring the welfare of our pupils.

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

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process parent/carer's personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use parent/carer's personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using parent/carer's personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of parent/carer's information you provide to us is mandatory, some of it is provided to us on a voluntary basis. Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain parent/carer information to us or if you have a choice in this. Where appropriate we will ask parents/carers for consent to process personal data where there is no other lawful basis for processing it.

How we store this data

A significant amount of personal data is stored electronically. Some information may also be stored in hard copy format.

We will only retain your personal information for as long as necessary to fulfill the purposes we collected it for. To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from authorized use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve

those purposes through other means, the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer a parent/carer we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

We follow DfE guidelines on the retention and storage of data. All data is stored securely and transferred/disposed of securely as required.

Data sharing

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Schools that our pupils attend after leaving us
- Our local authority Buckinghamshire County Council
- A pupil's home local authority (if different)
- The Department for Education (DfE)
- School governors/trustees
- The police and law enforcement agencies
- NHS Health professionals including the school nurse, educational psychologists
- Education Welfare Officers
- Courts, if ordered to do so
- The Teaching Regulation Authority
- Prevent teams in accordance with the Prevent Duty on schools
- Other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances
- Diocesan Officers at the Oxford Diocesan Board of Education (ODBE) for the purposes of receiving educational support
- Our legal advisors
- Our insurance providers/ the Risk Protection Arrangement

Transferring data internationally

Where we transfer personal data to a country or territory outside the UK, we will do so in accordance with data protection law.

Parents rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data

(usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

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

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to processing of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted, destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Complaints

We take any complaints about our collection and use of personal information very 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 with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you would like to discuss anything in this privacy notice, please contact:

Judith Bloomfield
Twyford C of E School
Church Street
Twyford
Bucks
MK18 4EU

Tel: 01296 730305

Email: office@twyford.bucks.sch.uk

This notice is based on the [Department for Education's model privacy notice](#) for parents/carers, amended for parents and to reflect the way we use data in this school.