



Ponteland Primary School
Excellence For All

Privacy Notice Parent/Carer Information

September 2021

Introduction

Under the General Data Protection Regulations (GDPR) individuals have a right to be informed about how the school uses any personal data that is held about them.

At Ponteland Primary School we comply with this right by detailing 'privacy notices' for individuals when we process their personal data.

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

For the purposes of data protection law Ponteland Primary School is the Data Controller.

A named representative of Northumberland County Council acts as our Data Protection Officer.

The personal data we hold

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

- Personal information (such as name, address, telephone number and email addresses)
- Characteristics and special categories of data (such as ethnicity, language, nationality or medical information)
- Relationships to other pupils in school
- CCTV images captured in school
- Financial information if you have requested financial support
- Details of any support received, including care packages, plans and support providers
- Family circumstances which might affect your child's welfare, including information such as court orders and other legal documents relating to those circumstances

Why we use this data

We use this data to:

- Provide appropriate pastoral care
- Ensure the safeguarding of pupils
- Enable us to tell you about your child's progress and development in the school setting
- Communicate with you about school events such as parents evenings
- Provide access to communication and payment systems used by the school

Our legal basis for using this data

The law (The Education Act 1996 and under section 6(1)(b) of the General Data Protection Regulations 2018) allows us collect and use parent/carer personal data because:

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

We may also process pupils' 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Where we have obtained consent to use parent/carer personal data, this consent can be withdrawn at any time.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 pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about parents is mandatory (for example name and address) there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about parents/carers while their children are attending our school and for the period of time that we retain pupil records.

Some information may be retained beyond the timescale that is detailed in our retention schedule if this is necessary to comply with a legal obligation (for example in a child protection case)

Data sharing

We do not share information about parents with any third party without consent unless the law or our policies allow us to do so.

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

- The local authority (to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions information)
- The Department for Education
- The pupil's family and representatives
- Suppliers and service providers (to enable them to provide the service we have contracted them for)
- Health authorities
- Health and social welfare organisations
- Police forces, courts, tribunals

Parents/Carers 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 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 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

If you would like to make a request please contact us at Ponteland Primary School.

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 the use 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 or 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 Ponteland Primary School.

Concerns

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 Business Manager in the first instance.