



Privacy notice for parents & carers **How we use your personal data**

Under the UK General Data Protection Regulation (UK GDPR), 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 & use personal data about **you & your child/ward**.

We, Park Road Sale Primary School, are the 'Data Controller' for the purposes of data protection law.

Our Data Protection Officer is Craig Stilwell at Judicium Education (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store & share (when appropriate) about you & your child/ward includes, but is not restricted to:

- Contact details & contact preferences
- Bank details
- Photographs

We may also collect, store & use information about you & your child/ward that falls into "Special Categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken & eligibility for certain benefits
- Family circumstances
- Physical & mental health, including medical conditions
- Support received, including care packages, plans & support providers

We may also hold data about you & your child/ward that we have received from other organisations, including other schools & social services.

Why we use this data

We use this data to:

- Report to you on your child's attainment & progress
- Keep you informed about the running of the school (such as emergency closures) & events
- Process payments for school services & clubs
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists

- Assess the quality of our services
- Carry out research
- Comply with our legal & statutory obligations

Use of your personal data for informing you of school events

By giving us your email address & subscribing to the school app you have consented to us providing you with promoting school events, campaigns, charitable causes or services that may be of interest to you & your child/ward. You can withdraw consent or 'opt out' of receiving these emails at any time by contacting our Data Protection Officer. (However, this information will not be given in any other way)

Our legal basis for using this data

We only collect & use yours & your child/wards personal data when the law allows us to.

Most commonly, we process it where:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest
- We need to fulfil a contract we have entered into with you

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect an individual's vital interests (protect their life)

Where you have provided us with consent to use yours &/or your child/wards data, you may withdraw this consent at any time. We will make this clear when requesting your consent, & explain how you would go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting & using yours &/or your child/wards personal data overlap, & there may be several grounds which justify our use of this data.

How we store this data

We keep personal information about you & your child/ward while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Please refer to our records retention schedule.

Data sharing

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

Where it is legally required, or necessary (& it complies with data protection law), we may share personal information about you &/or your child/ward with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns & information about exclusions & to obtain funding
- Government departments or agencies
- Financial organisations (Parentpay / child care voucher schemes etc)
- Health authorities

- Security organisations
- Health & social welfare organisations
- Police forces, courts, tribunals

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Transferring data internationally

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

Your rights

How to access personal information that we hold about you

Individuals have a right to make a 'Subject Access Request' to gain access to personal information that the school holds about them or their child/ward. If you make a Subject Access Request, & if we do hold information about you &/or your child/ward, we will:

- Give you a description of it
- Tell you why we are holding & processing it, & how long we will keep it for
- Explain where we got it from, if not from you
- 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, & any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your 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.

Your other rights regarding your data

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for 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

To exercise any of these rights, please contact our Data Protection Officer.

Complaints

We take any complaints about our collection & 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.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer via our school office**:

- Mrs J Thompson admin@parkrodasale.trafford.sch.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents & carers & to reflect the way we use data in this school.