

Parent / Carer Privacy Notice

Policy Statement

We are Northwick Manor Primary School. During your child's time with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left the Northwick Manor Primary School. Anything that we do with an individual's personal data is known as "processing". We are registered as a Data Controller with the Information Commissioner's Office (ICO) under registration number 'x'.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process in relation to you?

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)
- financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend the Northwick Manor Primary School site
- your relationship to your child, including any Court orders that may be in place
- digital identifiers such as IP addresses, login credentials for online learning platforms, and other information relating to your use of our digital services.

We will also use special categories of data such as gender, age, ethnic group, religious or similar beliefs, information about health. These types of personal data are subject to additional requirements.

Where do we get your personal data from?

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins the Northwick Manor Primary School, and when you attend the Northwick Manor Primary School.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

Why do we use your personal data?

The legal basis processing your personal data will usually be one or more of the following under Article 6 of the UK General Data Protection Regulation (UK GDPR):

- compliance with a legal obligation (e.g. safeguarding, reporting to DfE)
- performance of a task carried out in the public interest or in the exercise of official authority
- in limited cases, your consent (which can be withdrawn at any time)

We will process your personal data for the following reasons:

1. Where we are required by law, including:
 - To provide reports and other information required by law in relation to the performance of your child
 - To raise or address any concerns about safeguarding
 - To the Government agencies including the police
 - To obtain relevant funding for the school
 - To provide or obtain additional services including advice and/or support for your family
2. Where the law otherwise allows us to process the personal data as part of our functions as a School, or we are carrying out a task in the public interest, including:
 - To confirm your identity
 - To communicate matters relating to the School to you
 - To safeguard you, our pupils and other individuals
 - To enable payments to be made by you to the School
 - To ensure the safety of individuals on the School site
 - To aid in the prevention and detection of crime on the School site
3. Where we otherwise have your consent

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

Why do we use special category personal data?

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.

[Special category data is processed under Article 9 of the UK GDPR and Schedule 1 of the Data Protection Act 2018. We suggest that this is dealt with in the Trust/Academy/School's Data Protection Policy.]

2. Where the processing is necessary in order to ensure your health and safety on the School site, including making reasonable adjustments for any disabilities you may have.
3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests or those of your child, and where it is not possible to seek your consent.

Failure to provide this information

If you fail to provide information to us, we may be prevented from complying with our legal obligations.

How long will we hold your personal data for?

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our Retention and Destruction Policy.

In most cases, we follow the Information and Records Management Society (IRMS) Records Management Toolkit for Schools, which sets out recommended retention periods for different categories of data.

Who will we share your personal data with?

We routinely share information about you with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education [and/or the Education and Skills Funding Agency], in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections
- Contractors, such as payment processing providers to enable payments to be made by you to the School

We also share data with carefully selected third-party suppliers who provide IT, communication, and educational services on our behalf. All such suppliers are bound by strict data protection requirements and act only on our instructions.

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about Worcestershire County Council's data sharing process please visit:

http://www.worcestershire.gov.uk/info/20031/data_protection/746/handling_your_information

Your rights in relation to your personal data held by us

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact:

dpo@riverscofe.co.uk

Or

**Data Protection Officer
The Rivers CofE Academy Trust
School Lane
Cutnall Green
Worcester
WR9 0PH**

Please also refer to our Data Protection Policy for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified
- Restrict processing of your personal data
- Object to the making of decisions about you taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of your data protection rights
- Request an alternative payment method
- Request the deletion of your personal data where there is no lawful reason for its continued processing.

- Lodge a complaint with the Information Commissioner's Office (ICO) if you believe we have not handled your data lawfully.

If you want to exercise any of these rights then you should contact Mrs Tombs. The law does not oblige the School to comply with all requests. If the School does not intend to comply with the request then you will be notified of the reasons why in writing.

Concerns

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should you consider this to be necessary, at [Make a complaint | ICO](#)

Contact

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

DPO@riverscofe.co.uk

Or

**Data Protection Officer
The Rivers CofE Academy Trust
School Lane
Cutnall Green
Worcester
WR9 0PH**