



Hackleton CEVA Primary School
Inspiring learning for life

Hackleton CEVA Primary School

GDPR Privacy Notice – Parents/Carers

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 to individuals where we are processing their personal data.

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

We, Hackleton CEVA Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Ruth Hawker – Plumsun Ltd

The categories of information we process include:

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

- Personal identifiers, contacts and characteristics, (such as name, address, telephone numbers, email addresses, postcode, identification documents)
- Characteristics (such as ethnicity, first language)
- Employment details such as place of work, occupation, job title
- Whether there is a court order in place restricting the parent's access to their child
- CCTV images captured in school

We may also hold data about parents that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we collect and use parent/carer information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use this data to:

- Provide appropriate pastoral care
- Protect student/pupil welfare

- Assess the quality of our services
- To keep children safe (emergency contact details)
- Carry out research
- Comply with the law regarding data sharing
- To meet the statutory duties placed upon us by the Department of Education

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs
- Disability and access requirements

Where we need to process special category data we must fulfil an additional lawful process, which is detailed below.

Our legal basis for using this data

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

- You have given us consent to use it in a certain way
- We need to comply with a legal obligation
- To carry out a task in the public interest.

Less commonly, we may also use personal information about you where:

- We need to protect your vital interests (or someone else’s interests)
- We have a legitimate interest in processing the data

Some of the reasons listed above for collecting and using parents’ personal data overlap, and there may be several grounds which justify our use of this data.

Under the [UK General Data Protection Regulation \(UK GDPR\)](#) the lawful bases we rely on for processing parents/carers information are:

Article 6

1. Processing shall be lawful only if and to the extent that least one of the following applies:
 - (a) The data subject has **given consent** to the processing of his or her personal data for one or more specific purposes
 - (c) Processing is necessary for compliance with a **legal obligation** to which the controller is subject
 - (e) Processing is necessary for the performance of a task carried out in the **public interest** or in the exercise of official authority vested in the controller;
 - (d) Processing is necessary in order to protect the **vital interests** of the data subject or of another natural person
 - (f) Processing is necessary for the purposes of the **legitimate interests** pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Point (f) of the first subparagraph shall not apply to processing carried out by public authorities in the performance of their tasks.

To process special category data we need additional lawful basis. We will process special category data most commonly where:

- We have your explicit consent
- The processing is necessary under social security or social protection law

Article 9(2)

- (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject
 - (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;
1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
 2. Paragraph 1 shall not apply if one of the following applies:
 - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Further information regarding data collection can be found in the Education Act 1996 within guide documents on the following website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting this information

We collect parents/carers information via pupil registration forms. Whilst the majority of information we collect about parents is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, and in order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing parent/carers information

We hold personal information about pupils and their parents whilst they are 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. We store this data in both digital and paper based formats. We hold this data for the set amount of time shown in our Records Management Policy.

Who we share parent/carers information with.

We do not share information about parents/carers with any third party without consent unless the law and 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:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education (DfE) – to meet our legal obligations to share certain information with it.
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Survey and research organisations – to help us fulfil our public task

- Health authorities – to meet our legal obligation to keep our pupils safe
- Health and social welfare organisations – to meet our legal obligation and to protect our pupils
- Charities and voluntary organisations - to help us fulfil our public task and to protect the pupils
- Police forces, courts, tribunals – to meet our legal obligations to share information with them

Requesting access to your personal data

Under data protection legislation, parents and carers have the right to request access to information about them that we hold. To make a request for personal information, contact Mrs Sally Gillam, on 01604 870086 or email head@hackleton.northants-ecl.gov.uk

You also have the right to:

- Ask us for access to information about you that we hold
- Have your personal data rectified, if it is inaccurate or incomplete
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing
- Restricting our processing of your personal data i.e. permitting its storage but no further processing
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or a complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

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 the headteacher Mrs Sally Gillam on 01604 870086 or email head@hackleton.northants-ecl.gov.uk

You can also contact our Data Protection Officer:

Ruth Hawker – Plumsun Ltd

Email info@plumsun.com

Tel: 0845 862 2684

Address: Almshouses, Great Brington, Northampton, NN7 4HY

Alternative, you can make a complaint to the Information Commissioners 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

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in October 2023

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

- Mrs Sally Gillam on 01604 870086, or email head@hackleton.northants-ecl.gov.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.