



Princecroft

PRIMARY SCHOOL

Privacy Notice (How we use information that we hold on parents/carers)

When your child joins our school, we ask you to provide us with some personal information, which is held on our central computer system, to enable us to contact you and also to address any specific needs in a manner that you would reasonably expect us to. There may also be times when we are required to share some of this information to protect the safety of your child and to fulfil legal obligations that we have as a school.

The categories of information that we collect, process, hold and share include:

- personal information (such as name, address, contact details both for home and workplace, including email)
- special categories of data including characteristics information on medical history or specific needs that you may have)
- information to support your application for Free School Meals
- information to support your application for DBS clearance

Why we collect and use this information

We use this data to:

- to enable us to contact you both as part of our normal procedures and in the event of any emergency concerning your child
- to enable email contact with you both for the distribution of information from the school and any communication specific to your child
- to fulfill our obligations under safeguarding legislation

The lawful basis on which we process this information

We collect and use personal data in order to meet legal requirement set out in the GDPR and UK law, most commonly we use it where we need to:

Comply with a legal obligation Article 6 (c)

Carry out at task in the public interest Article 6(e)

Where we process special category data, such as ethnicity and religion we do this under

Article 9 (b) and (g)

- (b) processing is necessary for the purposes of carry 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.
- (g) processing is necessary for reasons of substantial public interest.

Collecting this information

As it is not mandatory for you to provide us with this information and in order for us to comply with data protection legislation, we will inform you as to why we are requesting that information and your specific rights with respect to that information.

Storing this information

We store this information both in the original paper copy on which it was requested, as well as on our parent/pupil data base, which is password protected. Access to that data base is limited strictly to those staff that needs to obtain the information and we take responsibilities regarding security very seriously.

Who we share this information with and why

We only ever share this information on a 'need to know' to facilitate contact with you as parents/carers of a pupil at our school, to support your child's learning and in the event of any medical emergency. We act strictly within the guidelines of our school policy, a copy of which can be found on our website or requested from the school office.

The school has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact **the Data Processing Controller at: admin@princecroft.wilts.sch.uk**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

Further information

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

The Data Protection Controller (DPC) at: admin@princecroft.wilts.sch.uk