

The Data Protection Act 2018 and General Data Protection Regulation (GDPR) gives individuals the 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 and use personal data about **you**.

Urchfont Primary School is the 'data controller' for the purposes of data protection law.

1 THE PERSONAL DATA WE HOLD

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

- Contact details and contact preferences
- Bank details (for BACS refund purposes only)
- Photographs

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

- Characteristics, such as ethnicity, languages spoken, nationality
- Information regarding income and eligibility for certain benefits
- Family circumstances, including related documentation
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers
- Information provided by you relevant to your child's learning, attendance and wellbeing

We may also hold data about you that we have received from other organisations, including other schools and social services.

2 WHY WE USE THIS DATA

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services and 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 and statutory obligations

3 USE OF YOUR PERSONAL DATA FOR MARKETING PURPOSES

Urchfont Primary School uses email as our primary communication method. We use email to notify parents and carers of school events, school closures and other school related issues.

We will also ask for your consent to receive other communications relating to campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails at any time by contacting the school office.

4 OUR LEGAL BASIS FOR USING THIS DATA

We only collect and use your 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 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) ☐ We have legitimate interests in processing the data

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

5 COLLECTING THIS INFORMATION

While most of the information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

6 HOW WE STORE THIS DATA

We keep personal information about you while your child is attending our school. We also keep it beyond their attendance, alongside your child's personal record, if this is necessary in order to comply with our legal obligations. Personal data is stored in line with our Data Protection Policy.

In accordance with the Data Protection Policy and GDPR, the school does not store personal data indefinitely. We hold data for the periods of time as stated in our Records Retention Policy.

7 DATA SHARING

We do not share information about you 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 you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies, e.g. Processing Free School Meal applications
- Suppliers and service providers – to enable them to provide the service we have contracted them for, e.g. ParentPay, School's MIS
- Financial organisations, e.g. BACS payments
- Our auditors
- Our Data Protection Officer
- Health authorities, e.g. School Nurses
- Health and social welfare organisations,
- Professional advisers and consultants
- Police forces, courts, tribunals

8 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.

9 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. Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact the school office or our data protection officer.

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

You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer holidays. This is in accordance with article 12(3) of the GDPR, and will be the case where the request is complex – for example, where we need multiple staff to collect the data.

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/>

10 CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our school office on 01380 840793 or via email admin@urchfont.wilts.sch.uk. Alternatively you can contact our data protection officer: Jeremy Shatford Email: dpo@jeremyshatford.co.uk or telephone 07881297319

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.

Updated: 5th February 2020