



Privacy Notice for parents/carers

Under data protection law, individuals have a right to be informed about how Old Fletton Primary 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, Old Fletton Primary School, are the 'data controller' for the purposes of data protection law, under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Our data protection officer is The ICT Service. The person in school with data protection responsibility is Sarah McKenna. You can contact the Data Protection Officer via the school office or by emailing office@oldfletton.peterborough.sch.uk.

The personal data we hold

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

Name, address and date of birth,
Contact details, contact preferences, identification documents
Characteristics such as ethnic background, first language
Employment details such as place of work, occupation, job title, NI number
Whether there is a court order in place restricting the parent's access to their child

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

Why we use this data

We use this data to:

Provide appropriate pastoral care
Protect student/pupil welfare
Comply with the law regarding data sharing
Carry out our official functions as a school, including administration, safeguarding and statutory returns

Our legal basis for using this data

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

We need to comply with a legal obligation
We need it to perform an official task in the public interest

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

We have obtained consent to use it in a certain way
We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use parents' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Where consent is relied upon, it will be used only where no other lawful basis applies.

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.

Our basis for using Special Category data

For 'Special Category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in Data Protection Law:

- We have obtained explicit consent to use the special category personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.

- We need to protect an individual's vital interests (i.e. protect a child's life or someone else's life), in situations where they are physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by the data subject.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained consent to use it in a specific way.
- We need to protect an individual's vital interests (i.e. protect a child's life or someone else's life), in situations where they are physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by the data subject.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

Collecting this information

While 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, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

Where data is required under education law, failure to provide it may limit our ability to meet our legal obligations.

How we store this data

We keep personal information about students/pupils while 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 keep personal data according to the Retention Schedule set out in our Records Management Policy which is available on the school website.

Retention periods are determined in line with recognised guidance, including the Information and Records Management Society (IRMS) Schools Toolkit where appropriate.

We have appropriate technical and organisational measures in place to protect personal data from unauthorised access, loss, misuse or disclosure.

Data sharing

We do not share information about parents 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 with:

(your list unchanged)

Where we share data with third-party service providers, they act as data processors and are required to process personal data only on our instructions and in accordance with data protection law.

Transferring data internationally

Should we be required to transfer personal data to a country or territory outside the United Kingdom, we will do so in accordance with data protection law.

This includes ensuring that appropriate safeguards are in place, such as adequacy regulations or standard contractual clauses approved for use in the UK.

Parents' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

(existing list unchanged)

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Other rights

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

Object to the use of personal data where we are relying on a public task or legitimate interest

Prevent it being used to send direct marketing

Object to decisions being taken by automated means (by a computer or machine, rather than by a person)

In certain circumstances, have inaccurate personal data corrected, erased, deleted or destroyed, or restrict processing

Claim compensation for damages caused by a breach of the data protection regulations

We do not make decisions about parents based solely on automated processing.

To exercise any of these rights, please contact the person in school with data protection responsibilities (see Contact Us).

Complaints

We take any complaints about our collection and 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 the person in school with data protection responsibilities (see Contact Us).

Alternatively, you can make a complaint to the Information Commissioner's 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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please email us: office@oldfletton.peterborough.sch.uk.

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.