

Privacy Notice (How we use parent information)

Why do we collect and use parent information?

We St John the Evangelist C of E VA Primary School collect and process parent information as part of our public functions under both the Data Protection Act 1998 and General Data Protection Regulation.

We use the parent data:

- to enable us to contact parents about their child
- to provide appropriate pastoral care

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

- Personal information (such as name, telephone number and address)
- Financial information (such as accounts of school lunch payments)
- Information required in order to safeguard children
- CCTV images captured in school

Collecting parent information

The parent information you provide to us is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain parent information to us or if you have a choice in this.

Storing parent data

Please find attached a schedule of retention showing the length of time which we store your personal data for (see attached supplementary sheet).

How will my information be stored?

We hold parent data on paper records, the electronic Schools Information Management System (SIMS), Teachers2Parents email system, and a secure network in school.

Who do we share parent information with?

We routinely share parent information with:

- schools that our pupils attend after leaving us
- our local authority

Why we share parent information

We do not share information about our parents with anyone without consent unless the law allows us to do so.

We are required to share information about our parents with our local authority (LA) under section 3 of the Education (Information About Individual Pupils) (England) Regulations 2013.

Will my data be transferred abroad and why? No, your data will not be transferred abroad.

Requesting access to your personal data

You have the right under the Data Protection Act 1998 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To make a request for your personal information, or be given access to your child's educational record, contact Mrs L Terrington – Bursar/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

If you have a concern 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/>

Contact:

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

- Mrs L Terrington – Bursar/Data Protection Officer
01625 428222 admin@sjsmacc.cheshire.sch.uk