PRIVACY NOTICE RELATING TO PARENT INFORMATION

What is the purpose of this Notice?

This is Sutton Oak CE Primary School's Privacy Notice which is intended to provide you with information about how and why we process parent information. It is also intended to provide you with other information which is required under the UK General Data Protection Regulation (the retained EU law version of the General Data Protection Regulation (EU) 2016/679) (GDPR) and the Data Protection Act 2018 (DPA). The GDPR and DPA contain the key laws relating to data protection.

It is important to the school, and a legal requirement, that we are transparent about how we process parent information. As a school that processes parent information, we are known as a "data controller". This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

The Data Protection Officer

The school has an appointed Data Protection Officer (DPO), HY Education, who can be contacted in writing at HY Education, Sandbrook House, Sandbrook Park, Rochdale, OL11 1RY or by telephone on 0161 543 8884 or by email (DPO@wearehy.com). The DPO is responsible for dealing with data protection issues within the school and you can contact the DPO should you wish to discuss any issues or concerns that you have about data protection.

What categories of parent information do we collect?

The types of parent information that we collect include:

- Parent names
- Date of birth
- Unique National Insurance number
- Contact details

We may also receive some information from our Local Authority, other schools and the DfE.

What is the purpose of us collecting and using parent information?

The purposes for which the school collects personal information are as follows:-

- To communicate with parents/carers about their child
- Monitor and report on pupil process
- To provide appropriate pastoral care
- For health and safety purposes
- To address safeguarding concerns

Why is it lawful to collect this parent information?

As a school, we are subject to a wide range of laws which we must comply with, including maintaining contact with individuals with parental responsibility for our pupils. To comply with these laws, we only process personal information as far as is necessary to meet those obligations. We also process some of the information described in this Privacy Notice to carry out public tasks vested in us to effectively manage the school.

Some types of personal information are regarded as more sensitive under the GDPR and referred to as being a 'special category' of personal information. We are unlikely to process this type of information in relation to parents.

Who will we share parent information with?

Those who we may share parent information with include the following: -

- Our local authority
- The Department for Education (DfE)
- Other education providers
- Multi-agency partners
- Professional advisors
- Service providers who provide IT and communication tools

The Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory collections. We are required to share information with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

Local Authorities

We may be required to share information about parents with the local authority to ensure that they can conduct their statutory duties under the School Admissions Code, including conducting Fair Access Protocol.

How long will we hold parent information for?

We will hold parent information for a period of time specified by law and as detailed within our retention policy. For more information, please contact the DPO.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information please contact the school office.

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

Making a complaint

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

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 **September 2026.**

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools