

PRIVACY NOTICE

Parents and Guardians - Mottram St Andrew Primary Academy



Privacy Notice (How we use parents' and guardians' information)

Why do we collect and use parents' and guardians' information?

The staff at Mottram St Andrew Primary Academy collect and process parent and guardian information as part of our public functions under both the Data Protection Act 1998 and General Data Protection Regulation. An example of this is the school census return which is a statutory requirement on schools under [Section 537A of the Education Act 1996](#).

We use the parent and guardian data:

- to allow access to a pupil's learning journey in Nursery and Reception via Tapestry
- to allow school to contact parents and guardians in an emergency
- to allow school to contact parents and guardians to provide financial statements and to recover unpaid debts
- to assess the quality of our services
- to comply with the law regarding data sharing

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

- Personal information (such as name, address, email address)
- Safeguarding information

Collecting information

Whilst the majority of information you provide to us is provided to us on a voluntary basis failure to provide data information would mean that school would not be able to provide a service (such as Tapestry).

Storing parents and guardians data

We hold parents and guardians data until all outstanding debts are cleared or such time as the youngest child in a family leaves the school, whichever occurs soonest.

Data will be held for historical purposes in our Admissions Book which is kept in the school safe.

How will my information be stored?

Information is stored on Scholarpack, on servers situated in the UK and on the school server. Email addresses are stored in googledrive

Who do we share parents and guardians information with?

We routinely share parents and guardians information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- School Health

- Social Services

Why we share parent and guardian information

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

We share parents and guardians' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

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>.

Will this information be used to take automated decisions about me?

The Local Authority and DfE do not use data for these purposes. We are not aware that any of the other organisations listed above do this.

Will my data be transferred abroad and why?

Data will not be transferred abroad. The DfE would only do this if it met strict conditions laid down (See above).

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 DPO@mottramacademy.org.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, 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:
DPO@mottramacademy.org.uk