Privacy Notice for Parents/Carers

Our Lady of Lourdes Catholic Primary School

1. Introduction

We collect and use personal information about parents so that we can operate effectively as a school.

This privacy notice explains how we collect, store and use (i.e. process) parents'' information, as well as what rights parents have in relation to our processing of their information.

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

School Lead:	Meg Wilson (Headteacher) admin@olol.org.uk 01454 867160
Data Protection Officer:	Nicola Cook, SchoolsDPO Ltd nicola@schoolsdpo.com 01296 658502

2. The categories of parent/carer information we process includes:

- **Personal identifiers and contacts**, e.g. name, contact details and address, CCTV images, relationship to your child, including any Court Orders that may be in place
- **Characteristics**, e.g. ethnicity, first language
- **Finance information**, e.g. bank account or credit card details, eligibility for free school meals or other financial assistance.

3. Why we collect and use parent/carer information

The personal information we collect and use is essential for us to operate effectively as a school and trust and meet our legal obligations.

We collect and use parents' personal information for the following purposes:

a. Support pupil learning
b. Monitor and report on pupil attainment and progress
c. Provide appropriate pastoral care
d. Protect the welfare of pupils and others in our school
e. Meet our legal obligations
f. Administer school admissions
g. Run our school safely and effectively
h. Assess the quality of our services.

4. Collecting parent/carer information

We collect information about parents before their child joins our school and keep this updated as necessary.

Most of the personal information we process is provided directly by parents when their child joins us. The majority of information provided by parents is mandatory, but some may be provided on a voluntary basis. Whenever we collect parent information, we will make it clear whether providing it is mandatory or optional.

We may also receive information via secure transfer from another school or setting, or from external professionals supporting a pupil (e.g. educational psychologists, speech therapy etc).

5. Storing parent/carer information

A significant amount of personal information is stored electronically, e.g. in our management information database. Some information may also be stored in hard copy format in lockable cupboards/cabinets.

We hold parent/carer/pupil information in line with our retention schedule which can be obtained from the school office.

6. Who we share parent/carer information with

We routinely share parent information with:

- Schools that pupils attend after leaving us
- Our Local Authority to support it in meeting its statutory duties in relation to education and safeguarding
- Companies providing services to our school, e.g catering, payment processing providers, communication services.

From time to time, we may also share parent information with third parties, including:

- NHS health professionals, including the school nurse
- Educational psychologists
- Education Welfare Officers
- Prevent teams to meet the Prevent Duty on schools
- Police and law enforcement agencies
- Courts, if ordered to do so
- Research organisations
- Charities and voluntary organisations.

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

When we share parent information with third parties, we will always ensure that we share the minimum amount of information necessary for the purpose of the sharing. We will also require them to keep parent personal information secure and to treat it in accordance with data protection law.

7. The lawful basis on which we use this information

Our school, as a data controller, needs to comply with the UK's General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018. We are required to ensure we have a lawful basis under the GDPR for any processing we carry out on personal data.

Under Article 6 of the GDPR, the lawful bases we rely on for processing pupil information are:

- We need to comply with a **legal obligation**, e.g. DfE data returns
- We need to meet our **public task** of running our school and keeping everyone safe
- We have a **legitimate interest**
- We have obtained **consent** to use personal information in a certain way
- We need to protect someone's life (**vital interests)** in an emergency.

Our lawful bases under the GDPR for the purposes listed in section 3 above are as follows:

a. Support pupil learning - **public task**
b. Monitor and report on pupil attainment and progress - **legal obligation, public task**

c. Provide appropriate pastoral care - **public task**
d. Protect the welfare of pupils and others in our school - **public task**
e. Meet our legal obligations - **legal obligation**
f. Administer school admissions - **legal obligation**
g. Run our school safely and effectively - **public task**
h. Assess the quality of our services - **legitimate interests**.

Some personal information requires extra protection because it is considered more sensitive. This includes race, ethnicity, religious beliefs, medical conditions, genetic information and biometric data.

Under Article 9 of the GDPR, if we are processing parents' special category data, we will also rely on one of the following lawful conditions:

- We have **explicit consent**
- To meet our obligations as a data controller, or those of data subjects, in connection with **employment, social security and social protection**
- To meet our **public interest** task of keeping pupils safe and ensuring **equality of opportunity/treatment**
- To establish, exercise or defend **legal claims**
- To protect someone's life (**vital interests**) in an emergency.

In addition, under the UK's Data Protection Act 2018, we rely on the processing conditions at Schedule 1 part 1, paragraphs 8 and 18. These relate to the processing of special category data for safeguarding and equality of opportunity/treatment. Our Appropriate Policy Document provides more information about this processing. A copy of which can be accessed on our school website by clicking on the following link 38918173_page_file.pdf

8. The lawful basis of consent

Whenever we rely on consent as our lawful basis, it must be freely given, informed and clear. It can also be withdrawn at any time by contacting the school lead (details on the first page).

Parent/Carers' Data Protection Rights

Under the GDPR parents have the right to request access to the information about them that we process (a **subject access request)**.

To make a subject access request for your information, please contact the school lead (details on first page).

Parents also have the right to:

- Have their personal data corrected if it is inaccurate or incomplete
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing
- Restrict the processing of their personal data (i.e. permitting its storage but no further processing)
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect upon them.

For more information on how we handle subject access requests, please see our Data Protection Policy, a copy of which can be accessed from our school website by clicking on the following link 38918174_page_file.pdf

9. How you can help us

As a school and trust, we have limited staff resources outside of term time. It is really helpful if parents/carers can make any requests to exercise their data protection rights (including subject access requests) during term time and not too close to the end of term. This will support us in responding as quickly as possible to any requests, which we always want to do.

10. Any concerns

We take any concerns about our collection and use of personal information very seriously, so please contact us (details on first page) to raise any concerns in the first instance.

If you remain concerned, having done this, you have the right to raise your concerns with the Information Commissioner's Office and you can find more information about how to do this here.