

# Bratton Primary School



## Privacy Notice – How we use parent/carer information

## **Privacy Notice (How we use information that we hold on parents/carers)**

When your child joins our school, we ask you to provide us with some personal information, which is held on our central computer system, to enable us to contact you and also to address any specific needs in a manner that you would reasonably expect us to. There may also be times when we are required to share some of this information to protect the safety of your child and to fulfil legal obligations that we have as a school.

### **The categories of information that we collect, process, hold and share include:**

- personal information (such as name, address, contact details both for home and workplace, including email)
- special categories of data including characteristics information on medical history or specific needs that you may have)
- information to support your application for Free School Meals
- information to support your application for DBS clearance
- information to support your application to transport children other than your own

### **Why we collect and use this information**

We use this data to:

- to enable us to contact you both as part of our normal procedures and in the event of any emergency concerning your child
- to enable email contact with you both for the distribution of information from the school and any communication specific to your child
- to fulfil our obligations under safeguarding legislation

### **The lawful basis on which we process this information**

We process your 'personal data' under the lawful basis of 'legitimate interests', 'vital interests' and 'consent'. With the exception of information required in order for us to fulfil our safeguarding duties, there is no legal obligation that requires you to provide this information. However, if you decide not to, you need to understand that it would not be possible for us to contact you, either in an emergency or in the course of our normal communication with parents. Furthermore, where parents live at different addresses, unless we have all the information regarding those addresses, we would not be able to communicate with all parents.

## Collecting this information

As it is not mandatory for you to provide us with this information and in order for us to comply with data protection legislation, we will inform you as to why we are requesting that information and your specific rights with respect to that information.

For more detailed information regarding the data we hold and the bases on which we hold it, please see the Appendix attached to this letter. In addition, you can find out more about the lawful bases we have applied and about the General Data Protection Regulations from our school website.

## Storing this information

We store this information both in the original paper copy on which it was requested, as well as on our parent/pupil data base, which is password protected. Access to that data base is limited strictly to those staff who need to obtain the information and we take responsibilities regarding security very seriously.

## Who we share this information with and why

We only ever share this information on a 'need to know' to facilitate contact with you as parents/carers of a pupil at our school, to support your child's learning and in the event of any medical emergency. We act strictly within the guidelines of our school policy, a copy of which can be found on our website or requested from the school office.

The school has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the school via [admin@bratton.wilts.sch.uk](mailto:admin@bratton.wilts.sch.uk) or our Data Protection Officer, Audit West, [audit\\_west@bathnes.gov.uk](mailto:audit_west@bathnes.gov.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, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

## Further information

If you would like to discuss anything in this privacy notice, please contact: [admin@bratton.wilts.sch.uk](mailto:admin@bratton.wilts.sch.uk) or our Data Protection Officer, Audit West, [audit\\_west@bathnes.gov.uk](mailto:audit_west@bathnes.gov.uk)

PARENTS DATA HELD					
DATA HELD ON PARENTS/CARER	LAWFUL BASIS for ‘Personal Data’ (Article 6)	LAWFUL BASIS for ‘Special Category Personal Data’ (Article 9)	RELEVANT LEGISLATION	WHO SHARED WITH	WHY WE SHARE IT
<b>Personal Data:</b> <ul style="list-style-type: none"> <li>Names of parents</li> <li>Address/es of parents</li> <li>Parental responsibility</li> </ul>	Legitimate Interest Vital Interest	N/A	N/A	School Admin staff	To enable us to contact parents
<b>Contact details:</b> <ul style="list-style-type: none"> <li>Home telephone numbers</li> <li>Mobile telephone numbers</li> <li>Emails</li> <li>Places of work</li> <li>Work contact details</li> </ul>	Legitimate Interest Vital Interest	N/A	N/A	School Admin staff	To enable us to contact parents
<b>Information re edibility for FSM:</b> <ul style="list-style-type: none"> <li>Parental income</li> <li>Benefit status</li> </ul>	Legitimate Interest	N/A	N/A	Senior Admin	To support parent applications and entitlement to ‘Pupil Premium’
<b>Medical history/information:</b> <ul style="list-style-type: none"> <li>Any medical history that might be relevant to their child’s development or needs (e.g. family history of dyslexia)</li> </ul>	Legitimate Interest	Article 9(2)(a)	Equality Act 2010 Accessibility Plan	Senior Admin and teaching staff on ‘need to know basis’	To support pupil’s learning. To support parent in provision of information in an

<ul style="list-style-type: none"> <li>Any medical history or information regarding a disability that might be relevant to supporting contact with and reporting to parents (e.g. mobility, vision)</li> </ul>					<p>accessible form and access to school</p>
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>Evidence to support parent/s with their applications for DBS clearance should they wish to be in school on voluntary basis, assist on school trips and/or help to assist transportation of children to a school event etc.</li> <li>Information regarding car insurance, driving license required to enable parent/s to transport children other than their own</li> </ul>	<p>Consent</p>	<p>Article 9(2)(a)</p>	<p>Keeping Children Safe in Education (2106)</p>	<p>Senior Admin Staff</p>	<p>To fulfil legal obligations. To facilitate school trips and events.</p>