



Privacy Notice for Parents' and Carers' of Pupils at Moordown St John's Primary School

How we use parents' and carers' personal data

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about you, in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

We, Moordown St John's CE Primary School, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Kim Bainton (Contact details shown below in Section 9, How to Contact us).

1.0 The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences
- Bank details
- Photographs
- CCTV images captured in school

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Family circumstances including eligibility for Free School Meals and Pupil Premium. We may also need information about any court orders or criminal petitions that relate to you so that we can comply with our safeguarding obligations to protect the welfare and wellbeing of your child and other pupils at the school.
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers

We may also hold data about you that we have received from other organisations, including other schools and social services.

2.0 Why we use this data

Within school we use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services and clubs
- Provide appropriate pastoral care

- Provide free school meals, free school milk and uniform grants
- Protect pupil welfare
- Administer admissions' waiting lists
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations

1.1 Use of your personal information for marketing purposes

Moordown St John's Primary School may send you newsletters / marketing information by email or text promoting extra-curricular activities, school events, campaigns, charitable causes, and/or services that may be of interest to you. You can opt-out of receiving these emails and/or texts at any time by replying 'Unsubscribe' to any such communication, or by contacting our Data Protection Lead, Nicky Armstrong, via the School Office.

3.0 Our lawful basis for using this data

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest
- We need to fulfil a contract we have entered into with you

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect an individual's vital interests (protect their life)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of your data.

We may also use sensitive personal data called "special category data" which requires more protection to keep it safe. This is often information you would not want to be widely known and is very personal to you. It includes:- religious beliefs, ethnicity, language, eligibility for certain benefits, court orders, criminal petitions, physical and/or mental health, support/care packages received

We will take extra care of this data. The legal reason for us to collect and use this personal information is:

- to perform our statutory duties and it is required by law
- for reasons of public interest.

4.0 Collecting your personal information

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

5.0 How we store this data

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule/records management policy sets out for how long we keep information. A copy of this is available from the School Office or may be downloaded from the Data Protection/GDPR section of our website

6.0 Data sharing

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- *Schools that the pupils attend after leaving us – to meet our obligations to share information*
- *The Academy Trust – for monitoring and school improvement purposes*
- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns, information about exclusions, information about children at risk of missing education*
- *Department for Education, other Government departments or agencies – to meet our legal obligations to share certain information*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for (such as provision of free school milk/free school meals)*
- *Financial organisations – to enable payments to parents/carers such as grants towards school uniform*
- *Survey and research organisations – such as for statistical analysis/school improvement*
- *Health authorities – such as to provide support/advice*
- *Security organisations – such as for the security of the school and safeguarding of pupils*
- *Health and social welfare organisations – such as to provide support/advice*
- *Professional bodies, advisors and consultants – such as for school improvement*
- *Charities and voluntary organisations – such as to provide support/advice*
- *Police forces, courts, tribunals – such as for the prevention/detection of crime or fraud; or there is an issue with a parent/carer that puts the safety of our pupils or staff at risk*
- *Other people with Parental Responsibility – such as to meet our legal obligations to report on pupil progress*
- *NHS Track and Trace Covid 19 – to report on those in close contact with anyone who has tested positive for Covid-19 within the setting.*

We may also share basic data in order to set up:

- Electronic messaging/communication services for parents/carers
- Online parents' evening booking system
- Online payments services
- Online safeguarding reporting

As part of the statutory school inspection process, we are required to share information with our regulators, OfSTED and SIAMS (Statutory Inspection of Anglican and Methodist Schools). Information may also be shared with our auditors. Where possible such data is anonymised before sharing.

Occasionally we may share information with the Health and Safety Executive as part of our legal obligation to report certain accidents/incidents/near misses under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Data sharing with NHS Track and Trace – Covid-19

The law on protecting personally identifiable information, known as the General Data Protection Regulation (GDPR), allows Public Health England to use the personal information collected by NHS Test and Trace Service.

Therefore if required to do so by the NHS Track and Trace Services, Moordown St John's Primary School will provide the contact details of all children and adults that have been in close contact with anyone that has tested positive for Covid-19 within the setting.

This is in accordance with Article 6(1)(e) of the GDPR '*processing is necessary for the performance of a task carried out in the public interest*'.

For more information please see the following government guidance.

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#how-nhs-test-and-trace-service-works>

<https://contact-tracing.phe.gov.uk/help/privacy-notice>

6.1 Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

7.0 Your rights: requesting access to personal data (Subject Access Request)

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

7.1 Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

8.0 Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with our Data Protection Lead in the first instance; contact details are shown below.

To make a complaint, please contact our Data Protection Officer, contact details are shown in Point 9.0 below.

Alternatively, you can make a complaint direct to the Information Commissioner, see Point 10.0

9.0 How to contact us for further information

If you would like further information or have a concern or complaint about how we are using your information, we would ask you to contact us:

Our school-based Data Protection lead is Nicky Armstrong (Admin & Personnel Manager)
Telephone: 01202 527683 ext 202 Email n.armstrong@st-johns.bournemouth.sch.uk
Nicky Armstrong, Moordown St John's CE Primary School, Vicarage Road, Bournemouth BH9 2SA

Our independent Data Protection Officer is Kim Bainton (School Business Manager, Kingsleigh Primary School) Telephone: 01202 528893 Email kim.bainton@kingsleighprimary.co.uk
Kim Bainton, Kingsleigh Primary School, Hadow Road, Bournemouth BH10 5HT

10.0 Information Commissioner

For further information about Information Rights legislation or to make a complaint, please contact the Information Commissioner's Office at www.ico.org.uk or telephone **0303 123 1113** or write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Concerns can also be reported online at <https://ico.org.uk/concerns/>

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and carers and to reflect the way we use data in this school.