



Privacy notice for parents and carers – Your 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 parents and carers. It also relates to additional adults who are included as 'parental contacts' such as grandparents or close family friends where designated as pupil contacts. Hereafter, all adults in these categories are referred to as **parents**.

We, Barwell Church of England Academy, High Street, Barwell Leicester, LE9 8DS are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Miss R Peace (see 'Contact us' below).

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
- Place of work, work contact details
- Links to other children at other schools and academies
- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Safeguarding information such as parental responsibility and court orders
- 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, local authorities and the Department For Education.

Why we use this data

We use this data to:

- Provide home/school communication
- Support pupil learning
- Report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use parents' personal data when the law allows us under the Education Act 1996 and subject to Article 6 of the General Data Protection Regulation whereby one or more of the following apply. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

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

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use parents' personal data, this consent can be withdrawn at any time. To withdraw please contact our Data Protection Officer.



BARWELL CHURCH OF ENGLAND ACADEMY



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

Collecting this information

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

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

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. We keep these documents in line with the [Information and Records Management Society's toolkit for schools](#).

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:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Suppliers and service providers – to enable them to provide a contracted service
- Financial organisations – to enable them to provide a contracted service
- Health and social welfare organisations – to meet both legitimate and vital interests of pupils in our organisation.
- Professional advisers and consultants – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Police forces, courts, tribunals – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions

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.

Parents rights regarding personal data

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.

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.



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.

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 us in the first instance.

Should the outcome not be to your satisfaction you can contact Barwell Church of England Academy:

- Report a concern online via dpo@barwellacademy.org
- Call the main school switchboard and request to speak with Miss R Peace

We are confident that we can work together to avoid/remove/reduce concerns, but should the school not be able to resolve the matter to your satisfaction, then your concern can be raised via the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

- Miss R Peace, dpo@barwellacademy.org