



Emmanuel Holcombe C of E Primary

Privacy Notice: Parents & Carers

Vision Statement

Jesus came to give us life in all its fullness. Our vision is that through faith, family and friendship, each of us can grow in love and learning, being tolerant, having resilience and developing enquiring minds, so that we can all experience the abundance Jesus came to give us.

Mission statement

In our small, friendly school, everyone respects and cares for one another.
In our community, church, home and school we work together to grow in faith and friendship.
In our learning, we encourage each individual to reach their potential to grow through skills, knowledge and understanding.

Under data protection law, individuals have a right to be informed about how Emmanuel Holcombe CE Primary School (thereafter '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 and why we collect, store and use personal data relating to parents/carers.

The School are the 'data controller' for the purposes of data protection law. The School is registered as a data controller with the Information Commissioners Office (ICO). Our registration number is Z7439252

Our data protection officer is The Schools People (see 'Contact us' below).

Definition of Parent

The term 'Parent' is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the pupil, with whom the pupil lives or whether the pupil has contact with that parent) and includes non-parents who have parental responsibility for the pupil, or with whom the pupil lives.

It is, therefore, possible for a pupil to have several 'parents' for the purposes of education law. This privacy notice also covers other members of pupils' families who we may process data about from time to time, including, for example, siblings, aunts and uncles and grandparents.

Types of Data We Collect

The categories of Parent/Carer information that we collect, process, hold, and share include but are not limited to:

- Personal information such as name, address, telephone numbers and email address, other named family/friend contact details, nationality, language, etc.
- Information relating to your identity - e.g. DBS checks for volunteers and parent club providers.
- Eligibility for free school meals, pupil premium, entitlement to certain benefits and information about court orders in place affecting parenting arrangements for pupils.
- Relevant information within communications with the school via any communications medium.
- Information about you provided or created by other stakeholders.

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

- Race, ethnicity, religious beliefs, sexual orientation and political opinions.
- Disability, health and access requirements.

Collecting this Data

We collect parent/carers information from:

- Application/admissions forms
- Social Services or other agencies
- The Local Authority
- Direct correspondence with the School, including messaging systems
- Authorisation for trips and other enrichment activities.

While the majority of information we collect about parents/carers is mandatory, there is some information that may be provided voluntarily. Whenever we seek to collect information from parents/carers, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

If you fail to provide certain information when requested, we may be prevented from complying with our official or legal obligations.

Why we Collect this Information

We collect information to safeguard our users, promote the objectives and interests of the School, facilitate efficient operations, and ensure that all our relevant legal obligations are complied with. For example, we collect data to:

- decide who to admit
- maintain a waiting list
- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing
- ensure the protection and welfare of pupils and others in the school, including our safeguarding/child protection obligations
- send you communications that may be of interest to you which may include information about school events or activities, news, campaigns, appeals, and other fundraising activities
- respond to investigations from our regulators or complaints raised by other stakeholders
- respond to any legal proceedings threatened or commenced against the School

Our Lawful Basis for Using This Data

We only collect and use personal data when the law and our policies allow us to do so. We process general category data where the processing is necessary:

- for a contract we have with you, or because it is necessary to take steps before entering into a contract with you
- for us to comply with a legal obligation.
- to protect your vital interest or that of another person.
- for us to perform a task in the public interest or for our official functions, and this task or function is lawful
- for our legitimate interest where the school is not acting in its official capacity

We may process special category data

- to protect your vital interests or those of another person where you/they are physically or legally incapable of giving consent
- where personal data are manifestly made public by the data subject (e.g on social media)
- for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- for reasons of substantial public interest, based on domestic law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject
- for reasons of public interest in the area of public health based on domestic law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular, professional secrecy
- for archiving purposes in the public interest, scientific or historical research, or statistical purposes.

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

Consent.

We may process your personal information **without** your consent, in compliance with the above [lawful bases](#) where this is required or permitted by law and our policies.

We will ask for consent to process personal data where there is no other lawful basis for processing it. For example, to send you promotional/marketing material related to the School. If we do request your consent, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

Where we rely solely on your consent as the lawful basis for processing, you have the right to withdraw that consent, in writing at any time. Withdrawal of consent does not affect the legitimacy of processing before consent is withdrawn.

Criminal Proceedings/Convictions or Child Protection/Safeguarding Issues.

This information is not routinely collected and is only likely to be processed by the School in specific circumstances relating to particular pupils, for example, if a child protection issue arises or if a Parent/Carer is involved in a criminal matter.

Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and/or the Police.

Such information will only be processed to the extent that it is lawful to do so, and appropriate measures will be taken to keep the data secure.

Change of Purpose

We will only use your personal information for the purposes for which it was collected unless we reasonably consider that we need to use it for another reason, and that reason is compatible with the original purpose.

If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so or seek your consent if necessary, before the processing begins.

Storage and Retention of Personal Data

A significant amount of personal data is stored electronically. Some information may also be stored as a hard copy. All data is stored and accessed following the School's **Data Security Policy**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including satisfying any legal, accounting, insurance or reporting requirements.

When your time as a parent/carer comes to an end, we will retain and securely destroy your personal information following our *Data Retention Policy and Schedule*.

Sharing Personal Data

We do not share parent/carer information with anyone without consent **unless** the law and our policies allow us to do so. We routinely share parent/carer information with:

- schools that pupils attend after leaving us
- the Local Authority
- the Diocese

From time to time, we may also share parent/carer information with other organisations, including:

- a pupil's home local authority (if different)
- the Department for Education (DfE)
- Ofsted
- School Governors
- the Police and law enforcement agencies
- NHS health professionals including the school nurse, educational psychologists,
- Education Welfare Officers
- Social services and other relevant partner agencies
- Courts, if ordered to do so
- Prevent teams under the Prevent Duty on schools!
- other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances
- our legal advisors

- our insurance providers.

NHS/Public Health Agencies

It may be necessary for us to share limited information with the NHS and or Public Health Agencies in the event of a Pandemic. This will enable the named agencies to liaise with families to provide advice and support and to take appropriate steps in responding to any outbreaks. In such circumstances, specific supplementary Privacy Notices will be provided.

Other third-party service providers

We also share relevant personal data with third-party service providers and professional advisors who require access to data to perform services for us under contract.

These third-party service providers act as data processors on the School's behalf and are required to take appropriate security measures to protect your personal information in line with our policies and the data protection legislation.

We authorise these service providers to use personal data only as necessary to perform services on our behalf, or to comply with a legal obligation if necessary.

Transferring Data Outside the UK

We do not routinely share data with organisations outside the UK. Where this may be necessary, data will be transferred with explicit consent from the parent/carer and with appropriate safeguards.

Under exceptional circumstances, we will only transfer personal data outside the UK if such transfer complies with the UK GDPR. This means that we will not transfer any personal data outside the UK unless:

- The Secretary of State has decided that another country or international organisation ensures an adequate level of protection for personal data
- One of the derogations in the UK GDPR applies (including if an individual explicitly consents to the proposed transfer).

Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, consultants, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Your Data Subject Rights

You have the right to:

- make a Subject Access Request (SAR) (see below)
- withdraw consent to processing based solely on consent, at any time
- ask us to rectify, erase or restrict the processing of your personal data, or object to the processing of it (in certain circumstances)
- prevent the use of your personal data for direct marketing
- challenge processing which has been justified based on public interest
- request a copy of agreements under which your personal data is transferred outside of the United Kingdom (where relevant)
- object to decisions based solely on automated decision-making or profiling. (The school does not use automated decision-making or profiling in any of its processing activities)
- prevent processing that is likely to cause damage or distress
- be notified of a data breach (in certain circumstances)
- make a complaint to the ICO

- ask for personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances).

For more information regarding your data subject rights please see [here](#)

Your Duty to Inform us of Changes

The personal information we hold about you must be accurate and current. Please keep us informed if your personal information changes during your time with us as a parent/carer.

Subject Access Requests

Under data protection legislation, individuals have the right to request access to their personal data held by the School. Subject Access Requests may be made in writing or verbally.

If you would like to make a SAR relating to your own personal data it would be helpful if this could be made in writing to the Headteacher, including

- your name and home address
- email address and telephone number
- details of the information required.

Fees

You will **not** have to pay a fee to access your personal information (or to exercise any of your other data subject rights). However, we may charge a reasonable fee if your access request is manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Exercising Other Data Subject Rights

If you wish to review, verify, correct or request the erasure of your personal information; object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the School in the first instance ([details below](#)).

The Right to Withdraw Consent

Where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, and there is no other applicable lawful basis for processing the data, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the School directly.

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

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 concerns about our data processing, please raise this with us in the first instance.

If you have any concerns that we are not able to resolve to your satisfaction, you can contact our Data Protection Officer at the address below

Alternatively, you can register your concern with the UK's data protection regulator - the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>
- Call 0303 123 1113
- Or write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

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

Data Controller: Emmanuel Holcombe CE Primary School
Address: Helmshore Rd, Holcombe, Bury. BL8 4PA
Email: emmanuelholcombe@bury.gov.uk
Phone: 01706 823498

Data Controller's Representative: Amy Longstaff (Acting Headteacher)
Email: emmanuelholcombe@bury.gov.uk
Phone: 01706 823498

Data Protection Officer The Schools People
Email: DPOService@schoolspeople.co.uk
Tel: 01773 851 078

Changes to this Privacy Notice

This Notice will be reviewed every year or as necessary in response to changes in Data Protection legislation or our processing activities. We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.

We may also notify you in other ways from time to time about the processing of your personal information.

Effective Date: May 2018
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