

Parent Privacy Notice

Lancaster Lane Primary and Pre-School

Privacy Notice for Parents and Carers

Date: September 2026

Review Date: September 2027



Who We Are

Lancaster Lane Primary and Pre-School is the data controller for the personal information we collect and hold about pupils, parents, carers, staff, and others associated with the school.

Contact Details:

- School: Lancaster Lane Primary and Pre-School
- Address: Hunters Road, Clayton-Le-Woods, PR25 5TT
- Website: lancasterlane.lancs.sch.uk
- Telephone: 01772 433641

Data Protection Officer (DPO):

- Name: Victoria Gronow
- Email: bursar@lancasterlane.lancs.sch.uk
- Telephone: 01772 433641 (ext 1)

Why We Collect Information About Parents and Carers

We collect and process personal information about parents and carers to:

- Communicate about their child's education and wellbeing.
- Contact parents in an emergency.
- Manage admissions and enrolment.
- Process consent for activities, trips, photographs, and educational services.
- Meet safeguarding obligations.
- Meet legal and regulatory requirements.
- Administer payments, school meals, and other services.

The Information We Collect

The personal information we may collect includes:

- Name and title

- Home address
- Email address
- Telephone numbers
- Relationship to child
- Emergency contact details
- Financial information where relevant
- Correspondence with the school
- Information required for safeguarding or welfare purposes

Our Lawful Basis for Processing

We process personal data under one or more of the following UK GDPR lawful bases:

- Compliance with a legal obligation.
- Performance of a task carried out in the public interest.
- Protection of vital interests.
- Consent where required.
- Legitimate interests where appropriate.

How We Use Your Information

We use parent and carer information to:

- Support your child's education.
- Send newsletters and school communications.
- Organise school trips and events.
- Manage attendance and safeguarding.
- Arrange meetings and consultations.
- Process payments and applications.
- Comply with statutory reporting requirements.

Who We Share Information With

We may share personal data where necessary with:

- Local Authorities
- Department for Education (DfE)

- NHS and health services
- Educational support providers
- School software and IT service providers
- Safeguarding agencies
- Regulatory bodies
- Emergency services where required

All organisations receiving personal data are required to keep it secure and use it only for legitimate purposes.

How Long We Keep Information

We retain personal information only for as long as necessary to fulfil the purpose for which it was collected and in accordance with our Records Retention Schedule.

When information is no longer required, it is securely deleted or destroyed.

Keeping Information Secure

The school takes appropriate technical and organisational measures to protect personal data, including:

- Secure systems and passwords
- Access controls
- Staff data protection training
- Encrypted devices where appropriate
- Secure disposal procedures

Your Rights

Under UK GDPR you have the right to:

- Be informed about how your data is used
- Request access to your personal data
- Request correction of inaccurate information
- Request erasure in certain circumstances
- Restrict processing in certain circumstances
- Object to processing where applicable
- Request data portability where applicable
- Withdraw consent where processing is based on consent

Subject Access Requests

If you wish to access personal information we hold about you, please contact the school office or the Data Protection Officer.

Complaints

If you have concerns about how we use your personal data, please contact the school in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk

Changes to This Notice

We may update this privacy notice from time to time. The latest version will always be available on our website