**PRIVACY NOTICE FOR Parents, Carers and Guardians**

**Introduction**

Under data protection law, individuals have a right to be informed about how the Federation or school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils, parents and carers.

We, the White Horse Federation and school are the ‘data controller’ for the purposes of data protection law.

**DPO Contact Details**

If you need to contact us regarding your personal data, or if you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Lyn Rouse – [dpo@twhf.org.uk](mailto:dpo@twhf.org.uk)

**The personal data we hold**

We process your personal data in order to fulfil our official functions and meet legal requirements.

The types of information that we collect, process, store and share include:

* **Parents, Carers and Guardians**
* Personal identifiers – your name, address, email address, telephone number
* Health information
* Dependants’ information
* Pupil details include:
* Personal identifiers – your name, address, responsible adult details, DOB,
* Special category data – biometric, ethnic, religious beliefs, health
* Safeguarding information
* SEN information
* Medical information
* Attendance – how often you are sick or are late
* Attainment – how well you’re doing at school
* Behavioural – details of positive or negative behaviour, including exclusions
* Images including CCTV

**Why we use this data?**

* We use this data to help run the school, including to:
* Get in touch with you and your adults when we need to
* Check how you’re doing in exams and whether you or your teachers need extra help
* Track how well the school is performing
* For the detection and prevention of crime
* To support your wellbeing
* To provide appropriate pastoral care
* To provide additional support to families when required

We only collect and use personal data that we need, we rely on one of the following grounds as set out in Article 6 of UK GDPR.

* **Public task**, the main lawful basis used for the processing of personal data is ‘public task’ for the delivery of pupil education.
* **Legal Obligation**, many record keeping requirements are set by parliament through statutory legislation.
* **Vital interests**, sometimes we need to process data to protect the life of an individual
* **Consent**, there may be times when we seek your consent to process particular types of data, this consent can be withdrawn at any time, if you have changed your mind, you can withdraw by contacting the DPO detailed on this notice.
* **Legitimate interest**, this is necessary for our legitimate interest. As a public authority we cannot rely on this, however for purposes outside the scope our tasks as a public authority we may consider legitimate interests.

**Collecting this information**

In most cases you will have provided this information directly to us. We also receive your personal information from the previous school your child attended, nursery or local authority.

There are some occasions when you can choose whether or not to provide the data.

We will always tell you if it’s optional. If you must provide the data, we will explain what might happen if you don’t.

**Where do we store your information?**

We store information in lots of different places, depending on what it is. Some will be in cabinets, some will be on the hard drive of the school system, some will be in the cloud. The data is securely stored and will have access control measures. The school must keep your information safe as required by GDPR law.

**Sharing your personal information**

Sometimes school shares information about you with other organisations, we may share personal information about you with:

* Our local authority – to meet our legal duties to share information such as concerns about pupils safety and exclusions.
* The Department of Education collect personal data from educational settings and local authorities via various statutory data collections.
* Your family and representatives
* Educators and examining bodies
* Regulators such as Ofsted
* Suppliers of services (3rd parties) so that they can provide the services we have contracted them for
* Financial organisations
* Central and local government
* Our Auditors
* Survey and research organisations
* Health authorities
* Security organisations
* Health and social welfare organisations
* Professional advisers and consultants
* Charities and voluntary organisations
* Police forces, courts, tribunals
* Professional bodies
* Parent-Teacher association

**Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

**Your rights**

**How to access personal information we hold about you**

Individuals have a right to make a **‘subject access request’** to gain access to personal information that the School/Trust holds about them.

Parent, carers or guardians can make a request with respect to their child’s data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12) or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data 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 complete this form.](https://thewhitehorsefederation.org.uk/gdpr)

Parent, carers or guardians also have the legal right to access their child’s educational record, this can be requested by contacting the DPO or by using the form above.

**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 complete the online form.](https://thewhitehorsefederation.org.uk/gdpr)

**Complaints**

We take any complaints about how we collect and use your personal data 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.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner’s Office in one of the following ways:

·     Report a concern online at <https://ico.org.uk/concerns/>

·     Call 0303 123 1113

·     Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

We may change our privacy notice so please check this page from time to time, your continued use of our services indicates your acceptance of any changed terms that may have occurred during the interim.

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