



## Thrunscoe Primary and Nursery Academy

### Privacy notice for parents and carers – how we use your personal data

Under UK Data Protection law, individuals have a right to be informed about how the academy 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 of pupils at our school.**

We, Thrunscoe Primary and Nursery Academy, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Tim Pinto, E-safety Office Ltd.

#### The personal data we hold about you:

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 (such as your name, address, email address and telephone numbers)
- Bank details
- National Insurance number
- Date of birth
- Place of work
- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Details of your family circumstances
- Support received, including care packages, plans and support providers
- Details of any complaints you have made
- Details of any safeguarding information including court orders or professional involvement
- Records or your correspondence and contact with us

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Photographs and CCTV images captured in school

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

#### Why we use this data

We use this data to:

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

- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations
- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

### **Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving emails and/or texts at any time by contacting us.

### **Use of your personal data for filtering and monitoring purposes**

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. safeguarding and child protection policy, IT acceptable use policy) and our legal obligations

### **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 – this is usually where data has to be shared by law with the DfE or LA or another government department
- We need to perform an official task in the public interest – often public interest can be when we share data with a third party for a reason e.g. safeguarding
- We need to fulfil a contract we have entered into with you – sharing data around safeguarding and attendance

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

- We have obtained consent to use it in a certain way – specific consent for images etc.
- We need to protect an individual's vital interests (protect their life) – share with emergency services

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.

### **Our basis for using special category data**

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment social security or social protection law

- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentially under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

### **Collecting this 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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments and agencies
- Your children
- Police forces, courts or tribunals

### **How we store this data**

We keep personal information about you while your child is attending our academy. We may also keep it beyond their attendance at our academy if this is necessary in order to comply with our legal obligations. Our Records Management Policy sets out how long we keep information about parents and carers. The Records Management Policy is available on the academy's website.

### **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 UK data protection law), we may share personal information about you with:

- Our local authority, North East Lincolnshire Council – to meet our legal obligations to share certain information, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our regulator, Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- 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

### **Transferring data internationally**

We may share personal information about you with international third parties, where different data protection legislation applies:

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

### **Your rights**

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

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

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- 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 shared with, 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 submit in writing to the business manager at the academy.

#### **Your other rights regarding your data**

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

- Object to the use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge 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
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- 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.

To make a complaint, please contact the headteacher or our data protection officer:  
Tim Pinto, The E-safety Office Ltd, email: [tpinto@esafetyoffice.co.uk](mailto:tpinto@esafetyoffice.co.uk)

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- 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, concerns or would like more information about anything mentioned in this privacy notice, please contact the academy office.

*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 academy.*

Appendix A

Organisations that we share data with:

SYSTEM	SYSTEM PURPOSE	WEBSITE FOR FURTHER INFORMATION	STAFF	PUPIL	GOVERNOR	PARENT/ CARER
Schudio School Website	This is our school website provider. Governor details are published on the school website, notices, the school calendar, policies, safeguarding and other useful information. With consent, images may appear on the school website.	<a href="http://www.thrunskoecademy.co.uk">www.thrunskoecademy.co.uk</a>	✓	✓	✓	
Parent Pay/School Money/Teachers 2Parents	This system is used to administer online payments for trips and visits. It is also used to send texts to parents and carers.	<a href="http://www.parentpay.com">www.parentpay.com</a>	✓	✓	✓	✓
O Track	O Track is an assessment education software package supporting entry, analysis and sharing of pupil progress and attainment data through Early Years and Key Stages 1 and 2.	<a href="http://www.otrack.co.uk">www.otrack.co.uk</a>	✓	✓		
CPOMS	CPOMS is a software application for monitoring child protection, safeguarding, pastoral and welfare issues.	<a href="http://www.cpoms.co.uk">www.cpoms.co.uk</a>	✓	✓		✓
Tapestry	Tapestry is an online journal recording all the learning and fun of children's early years education.	<a href="http://www.tapestry.info">www.tapestry.info</a>	✓	✓		✓
Edubase	Edubase is the Department's register of educational establishments across England and Wales. The data held on Edubase feeds into the Department's new website too "Compare a School", as well as feeding and updating Directgov and numerous other external websites. This has Governor details.	<a href="http://www.get-information-schools-service.gov.uk">www.get-information-schools-service.gov.uk</a>	✓		✓	
Evolve	EVOLVE Visits is an online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. It has pupil and staff information on it.	<a href="http://www.edufocus.co.uk">www.edufocus.co.uk</a>	✓	✓		✓
Lincolnshire County Council	Lincolnshire County Council provide training and support for school governors and holds their details. They also provide Governance support for Governing body meetings.	<a href="https://www.lincolnshire.gov.uk/">https://www.lincolnshire.gov.uk/</a>	✓		✓	
Children's	Photographs showing evidence of children's learning may be	Exercise books Learning	✓	✓		

Exercise books & school displays	included in exercise books and learning journeys. Group photographs may be used and appear in numerous children's books/learning journeys and school displays.	Journeys Display boards				
Inventry	Inventry is a visitor management system in school which keeps a record of staff, pupils and visitors on the premises.	<a href="http://www.inventry.co.uk">www.inventry.co.uk</a>	✓	✓	✓	✓
Numbots	NumBots is an online journal of understanding, recall and fluency in addition and subtraction and has pupil names and classes in it.	<a href="http://www.numbots.com">www.numbots.com</a>	✓	✓		
TT Rockstars	TT Rockstars is an online journal recording daily times table practice and has pupil names and classes in it.	<a href="http://www.ttrockstars.com">www.ttrockstars.com</a>	✓	✓		
Education Shed Ltd	Spelling Shed and Literacy Shed plus are online programmes for spelling, reading and writing for the whole school and has pupil names and classes in it.	<a href="http://www.edshed.com">www.edshed.com</a>	✓	✓		
North East Lincolnshire Council	The Academy shares information with North East Lincolnshire Council to enable the local authority to carry out its statutory functions in areas including but not limited to attendance, inclusion and attainment.	<a href="https://www.nelincs.gov.uk/">https://www.nelincs.gov.uk/</a>		✓		
Synergy	Synergy is the Early Years Provider Portal and this is an online system which records early years admissions and funding.	<a href="https://fis.nelincs.gov.uk/Live/SynergyWeb/">https://fis.nelincs.gov.uk/Live/SynergyWeb/</a>		✓		
S2S – Services to schools	The S2S site is based on the Department for Education website and is used for storing and sharing education information.	<a href="http://www.interactions.signin.education.gov.uk">www.interactions.signin.education.gov.uk</a>		✓		✓
NCA Tools	NCA tools is a secure website designed to support schools and local authorities in the administration of national curriculum assessments.	<a href="http://www.assessment@education.gov.uk">www.assessment@education.gov.uk</a>		✓		
Perspective	Perspective is a secure website designed to support schools and local authorities in the analysis of national curriculum assessments	<a href="http://www.angelsolutions.co.uk">www.angelsolutions.co.uk</a>		✓		
Scholarpack	Scholarpack is a cloud based Management Information system used for all pupils, staff and contacts.	<a href="http://www.scholarpack.com">www.scholarpack.com</a>	✓	✓	✓	✓
PGL	PGL is one of our residential activity centres.	<a href="https://www.pgl.co.uk/">https://www.pgl.co.uk/</a>		✓		✓
Class Dojo	Class Dojo is an online system which connects teachers, students and parents to sharing work and photographs.	<a href="http://www.classdojo.com">www.classdojo.com</a>	✓	✓		✓
Classroom Secrets	Classroom Secrets provides various worksheets and resources.	<a href="https://classroomsecrets.co.uk/">https://classroomsecrets.co.uk/</a>	✓			

Department for Education – School Attendance Data Collection	The Department of Education collects attendance data daily from the Academy.	<a href="https://www.gov.uk/government/organisations/department-for-education">https://www.gov.uk/government/organisations/department-for-education</a>		✓		
Evouchers	System for ordering supermarket vouchers for school holidays.	<a href="https://www.evouchers.com/">https://www.evouchers.com/</a>		✓		✓
Fischer Family Trust (FFT)	FFT is a secure website designed to support schools and local authorities in the analysis of national curriculum assessments.	<a href="http://www.fft.org.uk">www.fft.org.uk</a>		✓		
Fortis	Fortis provide a counselling/therapy service for specific children.	<a href="https://fortistherapy.co.uk/">https://fortistherapy.co.uk/</a>		✓		✓
Imagination Library (Dolly Parton)	Imagination Library provides books to nursery children up to the age of 5.	<a href="https://imaginationlibrary.com/uk/">https://imaginationlibrary.com/uk/</a>		✓		✓
Jigsaw	Jigsaw provides resources for RE and PHSE.	<a href="https://jigsawpshe.online/">https://jigsawpshe.online/</a>	✓	✓		
Magic Booking	System used for booking on to Breakfast and after school club.	<a href="https://www.magicbooking.co.uk/">https://www.magicbooking.co.uk/</a>				
Nessy	Provides resources to support pupils with dyslexia.	<a href="https://www.nessy.com/en-gb">https://www.nessy.com/en-gb</a>	✓	✓		
Price and Buckland	Price and Buckland provide the Year 6 Leaver’s hoodies.	<a href="https://price-buckland.co.uk/">https://price-buckland.co.uk/</a>		✓		
TSS	TSS are our IT support provider.	<a href="https://tssltd.net/">https://tssltd.net/</a>	✓	✓		
Vocabulary Ninja	Vocabulary resources.	<a href="https://vocabularyninja.co.uk/">https://vocabularyninja.co.uk/</a>	✓			
Wonde	Wonde transfers data to third parties directly from the Academy’s MIS system.	<a href="https://www.wonde.com/">https://www.wonde.com/</a>		✓		✓
Wrates	School Photograph provider.	<a href="https://www.wrates.co.uk/">https://www.wrates.co.uk/</a>	✓	✓		