**Appendix 4**

**Parent / Carer Privacy Notice**

**Policy Statement**

We are Walmsley CE Primary School. During your child’s time with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left the School. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

**What information do we process in relation to you?**

We will collect, hold, share and otherwise use the following information about you:

* Personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)
* Financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
* CCTV footage and images obtained when you attend the School site
* Your relationship to your child, including any Court orders that may be in place
* Characteristics (such as ethnicity, language, religion, nationality, country of birth and free school meal eligibility)
* Attendance information (such as sessions attended, number of absences and absence reasons)
* Assessment information
* Relevant medical information and dietary needs
* Special Educational Needs information
* Exclusions & Behavioural information
* Child Protection and Safeguarding information

We will also use special categories of data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

**Where do we get your personal data from?**

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins the School, and when you attend the School site and are captured by our CCTV system.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

**Why do we use your personal data?**

We will process your personal data for the following reasons:

1. Where we are required by law, including:

* To provide reports and other information required by law in relation to the performance of your child
* To raise or address any concerns about safeguarding
* To the Government agencies including the police
* To obtain relevant funding for the school
* To provide or obtain additional services including advice and/or support for your family
* To support pupil learning
* To provide appropriate pastoral care
* To assess the quality of our services
* To comply with the law regarding data sharing
* To enable us to provide a responsible and safe school for the benefit of our children in a particular geographical area
* To monitor and report on pupil assessments, progress and records
* To manage our staff, pupils, governors, employees and volunteers
* To maintain our own accounts and records
* To inform you of news, events, activities and services running at Walmsley CE Primary School
* To share your contact details with the DFE and Local Authority so they can keep you informed on statistical research activities and in which you may be interested
* Where the law otherwise allows us to process the personal data as part of our functions as a Primary School, or we are carrying out a task in the public interest, including:
* To confirm your identity
* To communicate matters relating to Walmsley School to you
* To safeguard you, our pupils and other individuals
* To enable payments to be made by you to Walmsley School
* To ensure the safety of individuals on Walmsley School site
* To aid in the prevention and detection of crime on Walmsley School site

2. Where we otherwise have your consent

 Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

**Why do we use special category personal data?**

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.

 *[There is a specific requirement in the Data Protection Bill for an appropriate policy document to be in place in relation to processing of special category personal data for employment law purposes.]*

1. Where the processing is necessary in order to ensure your health and safety on the Walmsley School site, including making reasonable adjustments for any disabilities you may have.
2. Where we otherwise have your explicit written consent.

 There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

**Failure to provide this information**

If you fail to provide information to us, we may be prevented from complying with our legal obligations.

**How long will we hold your personal data for?**

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail, please see our Information Management Policy.

**Who will we share your personal data with?**

We routinely share information about you with:

* Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
* The Department for Education [and/or the Education and Skills Funding Agency], in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections
* Contractors, such as payment processing providers to enable payments to be made by you to the Walmsley School
* Schools that the pupil’s attend after leaving us
* The school nurse / NHS / Health and other professionals working with specific pupils
* Early Intervention Team
* Emergency contact telephone numbers are accessed by Eduspot (Teachers2Parents Texting Service and Parents Evening Booking System).
* Child’s name only for trips recorded on Tucasi accounting package
* CPOMS – software application to record child protection issues and SEN needs and referrals
* Times Table Rockstars - child’s name and cohort
* Tapestry – online learning journal – child’s learning journey, parents/carers email addresses
* Christ Church Walmsley, to assist in the Journey of Faith i.e. Confirmation.

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department’s data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about Bolton Local Authority’s data sharing process, please visit: https://www. bolton.gov.uk

Contact details for Bolton Local Authority are:

Information Management Unit

Department of People

Bolton Council

1st Floor

Town Hall

Bolton

BL1 1UA

**Your rights in relation to your personal data held by us**

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact:

Mrs Debra Carr

Headteacher

Walmsley CE School

Blackburn Road

Egerton

Bolton

BL7 9SA

Please also refer to our Information Management Policy for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

* Object to the processing of your personal data
* Have inaccurate or incomplete personal data about you rectified
* Restrict processing of your personal data
* Object to the making of decisions about you taken by automated means
* Have your data transferred to another organisation
* Claim compensation for damage caused by a breach of your data protection rights

If you want to exercise any of these rights then you should contact Mrs Debra Carr using the above contact details. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then you will be notified of the reasons why in writing.

**Concerns**

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner’s Office should you consider this to be necessary, at the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

**Contact**

If you would like to discuss anything in this privacy notice, please contact:

Mrs K Wilkinson

Harwood Data

6 Everleigh Close

Harwood

Bolton

BL2 3HE