



## Parent Privacy Notice

May 2020

### Overview

This notice explains how we will collect and use your personal data. Hall Orchard CE Primary School is the data controller for personal data that we collect about you.

Throughout this notice, 'academy' 'school' 'we' 'our', 'us' refer to Hall Orchard CE Academy School. 'You' and 'your' refers to those who have parental responsibility for any new or perspective pupil starting their education or transferring to continue their education at Hall Orchard CE Primary School, together with those who later become a registered pupil at the academy.

From 25<sup>th</sup> May 2018, we shall process your personal data under the General Data Protection Regulations 2018 or GDPR for short.

If there is anything you are unclear about, please contact our Data Protection Lead, (Officer), who will work to answer any queries you may have concerning this Notice or the way in which we process your personal data.

The contact details for the Data Protection Lead, (Officer), can be found at the bottom of this Notice.

### Where does the academy get your personal data from?

- From you when you provide your contact details for open day activities or register as a parent or guardian of a pupil with us.
- From another school when a child that you have parental responsibility for transfers to us.
- From the local authority who are the admissions authority for the academy.
- When we obtain personal data about you from third party sources. We will look to ensure that the third party has lawful authority to provide us with your personal data.

### The purposes for which we process your personal data and lawful basis for that processing

We process your personal data for administration purposes, including the use of our services such as, attendance monitoring, online payment and catering facilities.

The lawful basis for this processing under the General Data Protection Regulations 2018 is

Article 6(1)(c) - Processing is necessary for compliance with a legal obligation

and

Article 9(2)(b) – Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement

and

Article 9(2)(c) – Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent

### The categories of pupil information we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)

- Attendance information (such as sessions attended, number of absences and reasons for absence)
- Assessment of individual pupil progress
- Relevant medical information {to carry out our statutory duties under 'in loco parentis' under common law and the Children's Act 1989 section 3 (5)}
- Special educational needs and disability
- Information on exclusions, and behavioural issues

### **Who might we share your data with?**

The academy will occasionally share your personal data with third parties. For example it may share some of your data with the local authority or other government bodies.

The academy may also share your data with other professional bodies for legal reasons such as the emergency services.

### **Your rights as a data subject**

We have set out rights under GDPR.

You have the right to:

- Withdraw consent where that is the legal basis of our processing
- Access your personal data that we process
- Rectify inaccuracies in personal data that we hold about you
- Have your data erased once we no longer have a legal basis for holding it
- Restrict the processing in certain ways
- Obtain a copy of your data in a commonly used electronic form, and
- Complain about certain uses of your personal information.

Please see <https://ico.org.uk/> for further information on the above rights. You may also contact the academies Data Protection Lead, (Officer) for further information

### **Further Information**

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Data Protection Lead (Officer).

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Our data controller registration number provided by the Information Commissioner's Office is: Z654746X

Headteacher: Ms J. McKay  
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