



Parent / Carer Privacy Notice

During your child's time with at Gaskell Community Primary School 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 Gaskell Community Primary School. Anything that we do with an individual's personal data is known as "processing". This document sets out what information we will hold about you, why we need this, who we share this information with, and your rights in relation to your personal data processed by us.

Under data protection law, individuals have a right to be informed about how the 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**.

We, Gaskell Primary School, are the 'data controller' for the purposes of data protection law. The school's Data Protection Officer is Gill Smith.

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 eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend Gaskell Community Primary School site
- your relationship to your child, including any Court orders that may be in place
- safeguarding information

We will may 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 Gaskell Community Primary School, and when you

attend the Gaskell Community Primary 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
2. Where the law otherwise allows us to process the personal data as part of our functions as a Gaskell Community Primary School, or we are carrying out a task in the public interest, including:
 - To confirm your identity
 - To communicate matters relating to Gaskell Community Primary School to you
 - To safeguard you, our pupils and other individuals
 - To enable payments to be made by you to the Gaskell Community Primary School
 - To ensure the safety of individuals on the Gaskell Community Primary School site
 - To aid in the prevention and detection of crime on Gaskell Community Primary School site
3. 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.

Our legal 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
- We need it to perform an official task in the public interest

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

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

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 this data.

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.
2. Where the processing is necessary in order to ensure your health and safety on Gaskell Community Primary School site, including making reasonable adjustments for any disabilities you may have.
3. 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 Retention and Destruction Policy.

Who will we share your personal data with?

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections
- Schools that pupils attend after leaving us
- Supply staff who work with school on an ad hoc basis
- The pupil's family and representatives
- OfSTED
- Suppliers and service providers – to enable them to provide the service we have contracted them for including payment processing providers to enable payments to be made by you to Gaskell Community Primary School
- Extended Services providing support to pupils through school
- Curriculum software packages
- Emergency contact information is accessed by 'Teachers2Parents' texting and Parents' Evening service
- Email addresses are used via Office365 for communication with parents
- Survey and research organisations
- Health authorities

- Police forces, courts, tribunals
- Out of School Club administration accesses child's information and emergency contact details provided by parents
- External venues for trips and residential packages

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 as follows:
Information Management Unit,

Department of People, Bolton Council
1st Floor, Town Hall, Bolton, BL1 1UA
website: www.bolton.gov.uk
email: ec.imu@bolton.gov.uk

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

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:

GASKELL COMMUNITY PRIMARY SCHOOL

office@gaskell.bolton.sch.uk

You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer holidays. This is in accordance with article 12(3) of the GDPR and will be the case where the request is complex – for example, where we need multiple staff to collect the data.

Please also refer to our Data Protection 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 Gillian Smith at office@gaskell.bolton.sch.uk. The law does not oblige Gaskell Community Primary School to comply with all requests. If Gaskell Community Primary 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:
 - 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

Contact

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

Data Protection Officer **Mrs Gill Smith**
gill@mindography.co.uk
07887 606821

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