

**Parent / Carer Privacy Notice (V1.0 May 2018)**  
**(How we use information which we hold on parents / carers)**

When your child joins our school, we ask you to provide us with some personal information, which is held on our central computer system, to enable us to contact you and also to address any specific needs in a manner that you would reasonably expect us to. There may also be times when we are required to share some of this information to protect the safety of your child and to fulfil legal obligations that we have as a school.

**The categories of information on parents and carers that we collect, process, hold and share include:**

- personal information (such as name, address, contact details both for home and workplace, including email and phone numbers)
- information to support any application for Free School Meals

**Why we collect and use this information**

We use data you provide to:

- to enable us to contact you both as part of our normal procedures and in the event of any emergency concerning your child
- to enable email contact with you both for the distribution of information from the school and any communication specific to your child
- to fulfil our obligations under safeguarding legislation

**The lawful basis on which we process this information**

We process your 'personal data' under the lawful basis of 'legitimate interests', 'vital interests' and 'consent'. With the exception of information required in order for us to fulfil our safeguarding duties, there is no legal obligation that requires you to provide this information. However, if you decide not to, you need to understand that it would not be possible for us to contact you, either in an emergency or in the course of our normal communication with parents. Furthermore, where parents live at different addresses, unless we have all the information regarding those addresses, we would not be able to communicate with all parents.

**Collecting this information**

As it is not mandatory for you to provide us with this information and in order for us to comply with data protection legislation, we will inform you as to why we are requesting that information and your specific rights with respect to that information.

**The lawful basis on which we process this information**

**We collect and process 'personal data' under the following 'lawful bases', as defined within the GDPR:**

- to fulfil our duties as a public authority to report to the LA and the DfE, which is defined as our 'public task'
- to support the smooth running of the school which is defined as our 'legitimate interest'

**Storing this information**

We store this information both in the original paper copy on which it was requested, as well as on our parent / pupil data base, which is password protected. Access to that data base is limited strictly to those staff who need to obtain the information and we take responsibilities regarding security very seriously.

**Who we share this information with and why**

We only ever share this information on a 'need to know' to facilitate contact with you as parents / carers of a pupil at our school, to support your child's learning and in the event of any medical emergency.

The school has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Headteacher, Richard Hearn, via the school office: 01249 730271 / [admin@lacock.wilt.sch.uk](mailto:admin@lacock.wilt.sch.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Further information**

If you would like to discuss anything in this privacy notice, please contact: the Headteacher, Richard Hearn, via the school office: 01249 730271 / [admin@lacock.wilt.sch.uk](mailto:admin@lacock.wilt.sch.uk)