



PRIVACY NOTICE

FOR PARENTS

Cosgrove Village primary School

Privacy Notice for parents¹

During your child's time with our school, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their 'personal data' and we call this information 'personal data' or 'personal information'. 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 personal data for a period of time after your child has left *the school*.

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.

Who we are

Cosgrove Village Primary School is called the Data Controller.

If you want to contact us about your personal information you can contact our Data Protection Officer who is Plumsun.

The categories of parent information that we process include:

- personal information (such as name, address, contact details emergency contact details and relationship / marital status);
- characteristics (such as ethnicity and language);
- your relationship to your child, including any Court Orders that may be in place;
- 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;
- Any relevant safeguarding information (such as professional involvement);

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 (including through our visitor log and captured by our CCTV system).

¹ 'Parent' is defined as any adult with legal responsibility for an individual pupil. (This may include carers, guardians, the local authority).

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

Why we collect and use parent information

We will process your personal data for the following reasons:

1. Where we are required by law which includes:
 - 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 Government agencies including the police;
 - To obtain relevant funding for the School;
 - To provide or obtain additional services/funding 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 school, or we are carrying out a task in the public interest which includes:
 - To confirm your identity;
 - To communicate matters relating to the school to you;
 - To confirm your child's eligibility for a school place;
 - To safeguard you, our pupils and other individuals;
 - To enable payments to be made by you to the school;
 - To ensure the safety of individuals on the school site;
 - To aid in the prevention and detection of crime on the school site.

3. 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 Combined Data Protection and Freedom of Information Policy.
2. Where the processing is necessary in order to ensure your health and safety on the 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 or 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.

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 pupils and parents as part of statutory data collections;
- Contractors, such as school meal providers, travel companies, payment processing providers to enable payments to be made by you to the school and other organisations such as Peripatetic music;

The Department for Education (DfE) 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 DfE 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 Northamptonshire County Council local authority's data sharing process, please visit:

<https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/management-and-administration/data-management/Pages/privacy-notice.aspx>

How long we keep your information

We only keep your information for as long as we need to or for as long as the law requires us to. We have a policy which explains how long we keep information. It is called a Records Retention Policy and you can find it on the school website or you can ask for a copy at your child's school's office.

You have these rights:

- You can ask us for a copy of the information we have about you;
- You can ask us to correct any information we have about you if you think it is wrong;
- You can ask us to erase information about you (although we may have good reasons why we cannot do this);
- You can ask us to limit what we are doing with your information;
- You can object to what we are doing with your information;
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Combined Data Protection and FOI Policy which can be found on the school website

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.