



Aspull Church Primary School

Privacy Notice (How we use parent information)

The categories of parent information that we process include:

- personal information and contacts (such as name, contact details and address)

Why we collect and use parent information

We collect and use parent information, for the following purposes:

- a) to support parent learning
- b) to report on parent attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to meet the statutory duties placed upon us for DfE data collections

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing parent information are Article 6 and Article 9: the data subject has given consent to the processing of his or her personal data for one or more specific purposes or processing is necessary for compliance with a legal obligation.

How we collect parent information

We collect parent information via data collection forms and Common Transfer File (CTF) from a previous school.

Parent data is essential for the schools' operational use. Whilst the majority of parent information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain parent information to us or if you have a choice in this.

How we store parent data

We hold parent data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see our Data Retention Policy which is available on our school website.

Who we share parent information with

We may, in certain circumstances, share your data with third parties, including third party service providers and other partner agencies. These third parties will also be required to comply with the provisions of the General Data Protection Regulations. (GDPR).

We routinely share parent information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)

Why we regularly share parent information

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

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our parents with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under: section 3 of The Education (Information About Individual Parents) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

How Government uses your data

The parent data that we lawfully share with the DfE through data collections:

- underpins school funding.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Parent Progress measures).

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Sharing by the Department

The law allows the Department to share parents' personal data with certain third parties, including:

- schools
- local authorities
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to

request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfе-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your record, contact our schools Data Protection Officer.

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
- a right to seek redress, either through the ICO, or through the courts

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

Contact

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

Data Protection Officer: Judicium Consulting Limited

Address: 72 Canon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Telephone: 0203 326 9174

Lead Contact: Craig Stilwell