

PARENT PRIVACY NOTICE

Bussage Primary School is a “data controller” under data protection law. This means that we are responsible for deciding how we hold and use personal information about you.

Your privacy is important to us and we want to keep your personal information safe. This privacy notice tells you how we do that and sets out your rights when it comes to the personal information that we hold about you.

The school only holds the personal information we are permitted to hold about you, and only uses it for limited purposes relating to your child’s education, health and wellbeing at the school. **For more information on the kind of information that we hold about you, how we use it, and how we look after it, please refer to the Data Protection Policy on the School’s [website](#).**

What kind of information do we collect about you?

- Your personal contact information (such as your name, title, addresses, telephone numbers, email addresses)
- Your personal information as it relates to any concerns or complaints you have raised with the school
- Where given, your consent for your child to participate in school trips or for us to use non-mandatory personal information about your child
- Where appropriate, information about your health and welfare, and the health and welfare history of your family
- Where appropriate, criminal records information if you volunteer for school outings or activities where a criminal records check is required

How do we collect your personal information?

We collect personal information from you directly. This may be through a form or meeting, or simply in our day-to-day contact with you, such as emails and conversations.

Occasionally we may also collect information about you and your child supplied by others. For example, we may receive personal information about you in forms from your child’s previous school, in records or correspondence from doctors, professionals or authorities, or in court orders.

Some of the personal information you provide to us is mandatory and you must provide it to us so that we can educate your child. Other personal information you provide to us is optional and you may decide not to provide it to us. We will let you know when the personal information we request is optional.

Why do we collect your personal information?

We use your personal information for a number of reasons, including:

- To support your child’s learning and education
- To monitor and report on your child’s progress
- To make sure your child’s health and wellbeing is looked after
- To make sure we provide your child with a high quality of education
- To ensure the school complies with the law and meets its legal obligations.
- To keep you updated on relevant matters relating to your child or our school

- To ensure that you are safe when in the school or attending events

The lawful basis for using your personal information

Most of the personal information we collect about you is needed to make sure that the school is acting within the law and meets its legal obligations. It may also be needed when the school carries out its public task to provide an education to your child. For example, we require your personal contact details to keep you informed of your child's health, wellbeing and educational development.

There are also some situations where we use your personal information for other reasons (these are known as the "legitimate interests" of the school). This will usually be the case when there is no specific law which requires us to use your personal information. For example, we will use your personal information if we ask for professional advice from someone outside the school.

It is important to be aware that, where appropriate, we also use some sensitive personal information about you, such as your medical and health information. This information is used to ensure your welfare and provide us with the information we require to meet your specific needs – i.e. if we need to know about any allergies you might have when you are in school attending an event.

Who do we share your data with?

We potentially share your personal information with:

- Schools that your child attends after leaving us
- Our local authority
- The Department for Education (DfE).

We may also share your data with others where we are required or permitted to do so by law, or where we have a legitimate interest in sharing your personal information. This might include the Charity Commission, Ofsted, professional advisers, our regulators, service providers such as Parent Pay, or cloud service providers who process emails, for example.

How secure is my information when others use it?

All our service providers have to take appropriate security measures to protect your personal information, in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only allow them to use your personal data for specified purposes and in accordance with our instructions through a processing agreement or where a contract has been entered into.

Transfer of your information out of the EEA

We may transfer or transmit your personal information outside the European Economic Area (EEA) in limited situations. For example, we may do this when you contact us from outside the EEA; when we use email systems which might transfer data through other countries; or when the school makes arrangements for trips and travel abroad. We will take steps to ensure that your personal information is protected when this happens and may also let you know about this when it takes place.

DATA SECURITY

We protect the security of your information. If you want to know how we do this, please contact the School Business Manager.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those individuals who have a need to know it. They will only use your personal information on our instructions and they will be required to treat it as confidential.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected or actual breach where we are legally required to do so.

How long will you keep my information for?

The school will keep your personal information only for as long as it is necessary. When we do not have a lawful reason to hold it, we will delete or destroy your personal information securely. For further information, please see our Data Protection Policy, available on the School's website.

In some circumstances, we may anonymise your personal information so that it can no longer be linked to you. If we do this, we may use such information without telling you.

What about changing the data that we hold about you?

If you move house or any of your personal details change, it is important that you let us know so that the information we hold is accurate.

WHAT ARE YOUR RIGHTS?

How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'contact us' below).

Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data

- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'contact us' below).

Right to withdraw consent

Where you have voluntarily supplied us optional personal information, you can withdraw this consent at any time. If you do wish to withdraw your consent, please contact the School Business Manager - admin@bussage.gloucs.sch.uk.

Point of contact

Antonia Nobel, the Data Protection Officer, is responsible for overseeing compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact her at antonia@carter-noble.co.uk or phone (07824665908).

If you are unhappy with how we are processing your personal information, you can make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, although the ICO recommends that you take steps to resolve the matter with the school before involving them.

Changes to this privacy notice

We may update this privacy notice at any time, and we will make any new privacy notice accessible to you on the school's website. We may also notify you in other ways from time to time about the processing of your personal information.