



TWESELDOWN INFANT SCHOOL

Parents Privacy Notice

1. How we use personal information

Tweseldown Infant School is the Data Controller for the purposes of the Data Protection Act and the forthcoming General Data Protection Regulation. We collect information from you and may receive information about you and your child from their previous school and Hampshire County Council and the Learning Records Service.

2. Why do we collect and use personal information?

We hold this personal data and use it to:

- To contact parents in an emergency
- To share information on school life
- To book parents evenings, clubs and trips
- To share with other professionals (to comply with the law regarding data share)

3. The categories of personal information that we collect, hold and share include:

- Personal information (such as name and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Models of travel
- E-mail address
- Telephone number

The General Data Protection allows us to collect and use information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011. Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

We are collecting and using information under the legal basis of carrying out a legal obligation, protecting vital interests of the data subject or another person and performance of a task carried out in the public interest.

4. Collecting Personal Information

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

5. Storing personal data

We hold data in accordance with Hampshire County Council's retention schedule which is available from the School Office if required.

6. Who do we share information with?

We routinely share information with:

- Schools that your child attends after leaving us
- Our local authority
- The Department for Education (DfE)
- The NHS School Health Team
- IT companies who support the data protection regulations and are GDPR compliant

7. Why we share information

We do not share personal information with anyone without consent unless the law and our policies allow us to do so. This data sharing underpins school funding and educational attainment policy and monitoring.

8. 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>.

9. 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 please contact the School Office.

You also have the right, subject to some limitations 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, 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/>

Date of latest review: Spring 2024

Date Ratified by Governing Body: Spring 2024

Signed by Chair of Governors:



Signed by Headteacher

Next review date: Spring 2026

**Governing Body or Governor(s) /
Committee(s) responsible:** Governing Body

The plan is also available in the following formats, on request to the Head Teacher:
e-mail; enlarged print version

Linked Policies – School Data Protection

