Privacy Notice – Parents

ST CLARE
Catholic Multi Academy Trust

St Wilfrid's Primary School Mission Statement:

Everybody Matters

Adopted by St Clare Trust Board; June 2022

Next review by St Clare Trust Board; December 2026

St Clare Catholic Multi Academy Trust - Privacy Notice for Parents

This statement should be read in conjunction with the Data Protection policy.

This statement is intended to provide information as to how we will collect, use or process personal data relating to parents of pupils.

Responsibility for Data Protection

St Clare Multi Academy Trust is registered with the Information Commissioner's Office. The registration number is ZB288989.

The Data Protection Officer (DPO) for the trust is Adnan Bashir. The DPO can be contacted by phone on 0114 256 6401 (Ask for St Clare Multi Academy Trust) or via the contact form on the trust website https://www.stclarecmat.org.uk/contact-us/

If you have any questions or concerns about how data is being collected, used or processed at St Wilfrid's Primary School then you should contact Mrs Evans, enquiries@stwilfridssheffield.co.uk, 0114 2365529.

Parents of pupils have a responsibility to abide by school policies and the law relating to data protection.

The Data Protection Act 1998: Why do we collect and use information about parents' of pupils?

By parents of pupils we mean those parents and carers who have children attending our school. We collect and use parents of pupils information under the following Articles of the General Data Protection Regulations (GDPR)

Article 6:

Processing shall be lawful only if and to the extent that at least one of the following applies:

6 (1) a. The data subject has given consent to the processing of his or her personal data for one or more specific purposes;

6 (1) e. 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.

Article 9:

With regards to the processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited except:

9 (2) a. Where we have explicit consent of the data subject.

For the avoidance of doubt, throughout this document we are using and applying the GDPR definition of **consent**, namely "any freely given, specific, informed and unambiguous indication of the

data subject's wishes by which he or she, by a statement or by a clear affirmative actions, signifies agreement to the processing of personal data relating to him or her."

We use parents of pupils data to:

- Enable effective communication between home and school;
- Access funding to enable us to operate as a business.

The collection of this information will benefit both national and local users by:

- Enabling effective communication between home and school;
- Accessing funding to enable us to operate as a business.

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

- Personal information (such as name, date of birth);
- Contact information (such as address, telephone number, email address);
- Characteristics (such as first language, national insurance number, parental responsibility);
- Organisational information (such as contact priority number);
- CCTV footage.

Collecting parents of pupils information

Whilst the majority of parents of pupils information provided 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 at the point of data collection whether you are required to provide certain parents of pupils information to us or if you have a choice in this.

Storing parents of pupils information

- We store personal information electronically, linked to the pupil information file in our database;
- We store data collection documents electronically, linked to the parent information file in our database.

Who do we share parents of pupils information with?

We routinely share parents of pupils information with:

- The Department for Education (DfE);
- Local Authority

Where the data sharing is not undertaken on a statutory basis, we will ensure that we have either:

- A contractual agreement for the sharing of data with the company concerned demonstrating compliance to GDPR; or
- A copy of an up-to-date privacy statement from the company that satisfactorily demonstrates their compliance to GDPR for the purposes of the data sharing concerned. This will include those companies where parents of pupils are directed by the school to register online using their email address.

A register of companies with whom we share data on a non-statutory basis is maintained by the Data Protection Officer and currently includes:

- Companies providing payment services for parents of pupils – currently [name of company]
  - in order that parents of pupils can make electronic payments to school;
- 2Simple (Foundation stage pupils only).

Why we share parents of pupils information

We will not share information about you with third parties without your consent unless the law and our policies allow us to do so. We are required, by law, to pass on some of this personal data:

We share personal data with Sheffield Local Authority on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment of educational attainment. This data sharing is also used to access additional funding for school, e.g. Pupil Premium.

Data Collection Requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

The department may share information about parents of pupils with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- Conducting research or analysis;
- Producing statistics;
- Providing information, advice or guidance.

The department 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. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data;
- The purpose for which it is required;
- The level and sensitivity of data requested; and
- The arrangements in place to securely store and handle the data.

To be granted access to parents of pupils information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

To contact the department: https://www.gov.uk/contact-dfe

Requesting access to your personal information

Under data protection legislation, the parents of pupils have the right to request access to information about them that we hold. This is referred to as a Subject Access Request (SAR). The GDPR clarifies that the reason for allowing individuals to access their personal data is so that they are aware of and can verify the lawfulness of the data processing. To make a request for your personal information, contact the 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
- Claim compensation for damages caused by a breach of the Data Protection regulations.

To make a SAR, or to exercise any of your rights under data protection regulation, you should contact the data protection officer or the relevant member of staff at the school (noted at the top of this policy)

On receipt of a request to exercise any of your rights under data protection regulation, the trust/school will:

- Respond to acknowledge receipt of your request;
- Request proof of identify of the person making the request;
- Inform you as to whether there are any statutory reasons why we may be unable to respond to your request;
- Act in accordance with the GDPR in terms of our actions in response to your request, and with due regard to the timescales set out in the GDPR.

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/

If you require more information about how we and/or DfE store and use your personal data please visit:

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

If you want to see a copy of information about you that we hold, please contact the Data Protection

Officer or the relevant member of staff at the school (see first page of this policy)