

# Privacy Notice

## Parents

### Privacy Notice: How we use parent information

To run our school and help learning and achievement for our students, we collect and use information about members of staff. In this document Todmorden High School is referred to as 'We' or 'Ours'. Members of staff are referred to as 'You' or 'Your.' Our Data Protection Officer acts primarily on behalf of the school in an advisory capacity.

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called Data Protection. This document tells you more about:

- *The information we collect*
- *What we use the information for*
- *How your information is stored and how long we keep it*
- *What rights you have to the information*

We have also included a section about your rights in relation to your children who attend our school. A full Privacy Notice for pupils is available on request.

### What Information do we collect and use about parents?

We collect many different categories of information, for example:

- *Personal details (for example; name, date of birth, national insurance number)*
- *Contact details (for example; address, telephone number, email address)*
- *Family details (for example; details of other children, emergency contacts)*
- *Admission requests*
- *Records of communications (for example; emails, phone messages and letters)*
- *Records of visits to the school (for example; time and date, the person you visited)*
- *Photographs of you or images on CCTV*
- *Banking details (A credit or debit card registered with our payment system)*
- *Records of transactions in our payment system*
- *Consent for school visits and extra-curricular activities*

In some cases, we will also have:

- *Information about consultation with other professionals*
- *Information about your employment and financial situation*
- *Information about any care or contact orders relating to your child(ren)*

### Why we collect and use this information

We use the information to support the admissions process, to support learning for your child(ren), to maintain a safe environment for our pupils, to provide appropriate pastoral care, to enable you to pay for activities for your child(ren), to enable you to pay for meals for your child(ren), to enable free school meals to be provided, to comply with our legal obligations to share information, to ensure your health and safety if you visit and to keep you up to date with news.

### The legal basis for using this information

Depending on the purpose, our use of your information will be legal due to one of the following:

- *Informed consent given by you [Article 6(1)(a)]*
- *For example: The use of banking information in our payment service*
- *To meet a legal requirement [Article 6(1)(c)]*
- *For example: Providing your contact details to the local authority*
- *To protect the vital interests of you or someone else [Article 6(1)(d)]*
- *For example: Giving your contact details to emergency services*
- *Delivering a public task [Article 6(1)(b)]*
- *For example: Recording communications about your child(ren) being absent.*

## Storing your personal data

Some of the personal data that we collect, and use, is added to the Educational Record for your child(ren). This record is kept while they attend our school. If they leave then the record will be:

- *If they move to another school, we will transfer a copy of the records to the new school*
- *We retain a full copy of their record until their 25<sup>th</sup> birthday. After this we will dispose of all the records securely.*
- *Some personal data is kept for different lengths of time. For example;*
- *Records of admission to the academy are kept permanently. We do this as pupils often ask us to confirm the dates they attended.*
- *Correspondence about a child's absence is kept for the current year and 2 years afterwards*
- *Records of your visits to the academy are kept for then current year and 6 years afterwards*

If you'd like to know how long we keep a specific piece of personal data, please contact the school's Data Protection Officer.

## Sharing your personal data

At times we may share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we share personal data with are:

- *Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data*
- *The Department for Education*
- *Healthcare, social and welfare organisations*
- *Police forces and Courts*
- *Voluntary and charitable organisations*
- *Our suppliers and service providers*

Where we share your personal data with someone who is a supplier or service provider we have taken steps to ensure that they treat your personal data in a way that meets the requirements of Data Protection.

## Your rights to your personal data

You have rights relating to the personal data that we collect and use. You have different rights depending on the legal basis of the information we are using. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

#### **The right to be informed:**

If you ask us, we must tell you if we are collecting or using your personal data. If we are collecting or using your personal data, you have:

#### **The right of access to your personal data**

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries which do not fall under the requirements of Data Protection.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you. To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer whose details can be found at the end of this Privacy Notice. You will also need to supply us with standard information to verify your identity.

#### **Other rights**

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, or to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved in the process. You will be given full details of these rights if you request access to your personal data or, you can ask the Data Protection Officer.

### **Access to personal data about your child(ren)**

If your child(ren) are in Year 7 then we will usually assume that they are not able to make decisions about their personal data. The right to access the personal data of children under 12 is usually given to parents or a guardian. To access the data about your child(ren) you will need to follow the same process as you would to access your own data.

If your child(ren) are in Year 7 and they request access to their personal data, we will normally ask you to confirm that you agree for them to receive it. You can ask us to provide the personal data to you and you can then discuss it with your child(ren).

Once pupils reach Year 8 then we will normally assume that they are able to make decisions about their own personal data. In some cases, we may judge that the pupil is not sufficiently mature to make those decisions. This means that you will no longer have an automatic right to access the personal data relating to your child(ren). Instead your child(ren) will have to give their consent for the data to be released.

You should be clear that if your child(ren) do not give their consent then we will not be able to release their personal data to you. It is also important to recognise that forcing someone to disclose personal data against their wishes is a criminal offence. There may be occasions where we need to provide personal data about your child(ren) without their consent. These are likely to occur if there is a concern about their safety. We may also release personal data if their behaviour creates concern for the safety or progress of others.

We will still need to ask your permission for your child(ren) to take part in some extra-curricular activities. The requirement for this permission overrides the protection of their personal data. We are required to provide you with an annual report of the progress your child(ren) has/have made at school. We will offer you the opportunity to come into the school to discuss this report with their teachers and other members of staff.

### **Who to contact**

School is required to have someone called a Data Protection Officer or DPO. The DPO advises the school about issues to do with data protection, but can also help you, if you have a problem.

**Our Data Protection Officer is:** Craig Stilwell

Data Protection Officer Details: Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE

Data Protection Officer Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

If you have any questions about this privacy notice, please contact the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.