Camp School Privacy Notice for Parents/Carers

Approved by Governing Body: December 2024 Next review: December 2027

PRIVACY NOTICE FOR PARENTS / CARERS OF PUPILS ATTENDING CAMP PRIMARY AND NURSERY SCHOOL

Camp School collects data and information about parents / carers of our pupils so that we can operate effectively as a school. This privacy notice explains how and why we collect parent / carer data, what we do with it and what rights parents have.

The term "parent" is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the pupil, with whom the pupil lives or whether the pupil has contact with that parent), and also includes non-parents who have parental responsibility for the pupil, or with whom the pupil lives. It is therefore possible for a pupil to have several "parents" for the purposes of education law. This privacy notice also covers other members of pupils' families who we may process data about from time to time, including, for example, siblings, aunts and uncles and grandparents.

Privacy Notice (How we use parent / carer information)

Camp School collects a lot of data and information about our pupils so that we can run effectively as a school. This privacy notice explains how and why we collect pupils' data, what we do with it and what rights parents and pupils have.
Camp School is a Maintained Community Primary and Nursery School. It has a Data Protection Officer via Herts For Learning, who can be contacted through the school office (admin@camp.herts.sch.uk).

The categories of parent / carer information that we collect, hold and share include:

a. Personal information (such as name, address, telephone number and email address);

b. Information relating to your identity, marital status, employment status, religion, ethnicity, language, medical conditions and free school meal / pupil premium eligibility / entitlement to certain benefits, information about court orders in place affecting parenting arrangements for pupils);

From time to time and in certain circumstances, we might also process personal data about parents / carers, some of which might be sensitive personal data, information about criminal proceedings / convictions or information about child protection / safeguarding. This information is not routinely collected about parents / carers and is only likely to be

processed by the school in specific circumstances relating to particular pupils, for example, if a child protection issue arises or if a parent / carer is involved in a criminal matter. Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and / or the Police. Such information will only be processed to the extent that it is lawful to do so and appropriate measures will be taken to keep the data secure.

We collect information about parents / carers before pupils join the school and update it during pupils' time on the roll as and when new information is acquired.

Why do we collect and use parent / carer information?

We collect and use parent / carer information under the following lawful bases:

a. where we have the consent of the data subject
b. where it is necessary for compliance with a legal obligation
c. where processing is necessary to protect the vital interests of the data subject or another person
d. where it 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

Where the personal data we collect about parents / carers is sensitive personal data, we will only process it where:

a. we have explicit consent;

b. processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent; and / or

c. processing is necessary for reasons of substantial public interest, on the basis of domestic law which shall be proportionate to the aim pursued, where we respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Please see our Data Protection Policy for a definition of sensitive personal data.
We use the parent / carer data to support our functions of running a school, in particular:

a. to decide which pupil to admit to the school
b. to support pupil learning
c. to monitor and report on pupil progress
d. to provide appropriate pastoral care for pupils
e. to assess the quality of our services
f. to comply with the law regarding data sharing
g. for the protection and welfare of pupils and others in the school, including our safeguarding / child protection obligations
h. for the safe and orderly running of the school
i. to promote the school
j. to send you communications that may be of interest to you, and which may

include information about school events or activities, news, campaigns, appeals, other fundraising activities

k. in order to respond to investigations from our regulators or to respond to complaints raised by our stakeholders

l. in connection with any legal proceedings threatened or commenced against the school

Collecting parent / carer information

Whilst the majority of information about parents / carers 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 whether you are required to provide certain parent / carer information to us or if you have a choice in this. Where appropriate, we will ask parents / carers for consent to process personal data where there is no other lawful basis for processing it. Parents / carers may withdraw consent given in these circumstances at any time.

Storing parent / carer data

A significant amount of personal data is stored electronically, for example, on our database, SIMS. Some information may also be stored in hard copy format.

Data stored electronically may be saved on a cloud based system which may be hosted in a different country.

Personal data may be transferred to other countries if, for example, we are arranging a school trip to a different country. Appropriate steps will be taken to keep the data secure.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, insurance or reporting requirements. Details of retention periods for different aspects of your personal information are available in our data retention schedule] which is available on the school website. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer a parent / carer we will retain and securely destroy your personal information in accordance with our data retention policy schedule.

Who we share parent / carer information with

We routinely share parent / carer information with:

- schools that pupils attend after leaving us
- our local authority Hertfordshire County Council
- a pupil's home local authority (if different)
- the Department for Education (DfE)
- school governors (in anonymised form)
- exam boards

From time to time, we may also share parent / carer information other third parties including the following:

- the Police and law enforcement agencies
- NHS health professionals including the school nurse, educational psychologists and Education Welfare Officers
- Courts, if ordered to do so
- the National College for Teaching and Learning
- the Joint Council for Qualifications
- Prevent teams in accordance with the Prevent Duty on schools
- other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances
- our legal advisors
- our insurance providers / the Risk Protection Arrangement

Some of the organisations referred to above are joint data controllers. This means we are all responsible to you for how we process your data.

In the event that we share personal data about parents / carers with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

Why we regularly share parent / carer information
We do not share information about parents / carers with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data
The UK-GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact the school office (admin@camp.herts.sch.uk).

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.

- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

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 raise a concern with ICO.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the School Office (admin@camp.herts.sch.uk).

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 10th December 2024.

Contact:

If you would like to discuss anything in this privacy notice, please contact the School Office (admin@camp.herts.sch.uk).