

# Inspire Partnership Academy Trust

## Privacy Notice - Parents



## Elaine Primary School

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## 1. The categories of parent information that we process

Types of processed information include;

- 1.1.1. personal identifiers, contacts and characteristics (such as name, NI number, contact details and address)
- 1.1.2. next of kin contact and emergency contact numbers
- 1.1.3. safeguarding information (such as court orders and professional involvement)
- 1.1.4. Admission requests
- 1.1.5. Records of communications (for example, emails, phone messages and letters)
- 1.1.6. Records of visits to school (for example, time and date, the person you visited)
- 1.1.7. Photographs of you or images on CCTV
- 1.1.8. Banking details (A credit or debit card registered with our payment system)
- 1.1.9. Records of transactions in our payment system
- 1.1.10. Consent for school visits and extra-curricular activities
- 1.1.11. Support received, including care packages, plans and support providers.
- 1.1.12. We may also hold data about you that we have received from other organisations, including other schools and social services.
- 1.1.13. Special category data may be processed, including information revealing racial or ethnic origin, religious or philosophical beliefs, or health, concerning any special category data

## 2. Why we collect and use parent information

- 2.1. The personal data collected is essential for the school to fulfil their official functions and meet legal requirements.
- 2.2. We collect and use parent information, for the following purposes:

- 2.2.1. to support pupil learning
  - 2.2.2. to provide appropriate pastoral care
  - 2.2.3. to keep children safe (food allergies, or emergency contact details)
  - 2.2.4. to meet the statutory duties placed upon us
- 2.3. Under the General Data Protection Regulation (GDPR) and Data Protection Act 2018, the lawful bases we rely on for processing pupil information are:
- 2.3.1. for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
  - 2.3.2. for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
  - 2.3.3. for the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for DfE census information
    - 2.3.3.1. [Section 537A of the Education Act 1996](#)
    - 2.3.3.2. [the Education Act 1996 s29\(3\)](#)
    - 2.3.3.3. [the Education \(School Performance Information\)\(England\) Regulations 2007](#)
    - 2.3.3.4. [regulations 5 and 8 School Information \(England\) Regulations 2008](#)
    - 2.3.3.5. [the Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- 2.4. In addition, concerning any special category data (personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or data concerning a natural person's sex life or sexual orientation):
- 2.4.1. conditions a, b, c and d of [GDPR - Article 9](#)

### 3. Collecting parent information

- 3.1. We obtain parent information via registration forms when children start at the school and also at the start of each academic year. In addition, when a child joins us from another school, we are sent a secure file containing relevant information.
- 3.2. Parent data is essential for the schools' operational use. Whilst most of the parent information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR we will inform you at the point of

collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

#### **4. Storing parent data**

- 4.1. We hold parent data securely for the set amount of time shown in our data retention schedule. For more information regarding our data retention schedule and how we keep your data safe, please visit: [Elaine Policies](#)
- 4.2. We routinely use the following systems to store data;
  - 4.2.1. Arbor - Managed Information System - parent information including all personal information (e.g. name, address, telephone number,)
  - 4.2.2. CPOMs - securely held and managed safeguarding information
  - 4.2.3. Google Workspace for Education - general file and data storage

#### **5. Who we share parent information with**

- 5.1. At times we will share your personal data with external organisations and people. We will only do this where we are legally required to do so, when our policies allow us to do so or when you have given your consent. We may share your personal information with the following:
  - 5.1.1. Local Authority – to meet our legal obligations to share certain information with it, such as attendance and safeguarding concerns and information about exclusions
  - 5.1.2. Government departments or agencies (like the DfE)
  - 5.1.3. Our regulator, Ofsted
  - 5.1.4. Suppliers and service providers – to enable them to provide the service we have contracted them for
  - 5.1.5. Police forces and Courts
  - 5.1.6. Health and social and welfare organisations
  - 5.1.7. Professional advisers and consultants
  - 5.1.8. Charities and voluntary organisations
  - 5.1.9. Survey, research and security organisations

#### **6. Requesting access to your personal data**

- 6.1. Under GDPR, parents have the right to request access to information about them that we hold. This is sometimes termed 'Subject Access Request'. If we agree that

we are obliged to provide personal information to you (or someone else on your behalf), we will provide it to you or them free of charge and aim to do so within 30 days from when your identity has been confirmed.

- 6.2. We would ask for proof of identity and sufficient information about your interactions with us so that we can locate your personal information.
- 6.3. To make a request for your personal information, or be given access to your child's educational record, contact the school office on 01634294817 or email [office@inspireelaine.co.uk](mailto:office@inspireelaine.co.uk)
- 6.4. You also have the right to:
  - 6.4.1. object to processing of personal data that is likely to cause, or is causing, damage or distress
  - 6.4.2. prevent processing for the purpose of direct marketing
  - 6.4.3. object to decisions being taken by automated means
  - 6.4.4. in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
  - 6.4.5. a right to seek redress, either through the ICO, or through the courts
- 6.5. 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/>

## 7. Contact

7.1. If you would like to discuss anything in this privacy notice, please contact:

- the school office on; 01634294817 or email [office@inspireelaine.co.uk](mailto:office@inspireelaine.co.uk)
- our data protection officer: the DPO Centre via the school or at 50 Liverpool Street, London EC2M 7PY
- our local authority ([medway.gov.uk](http://medway.gov.uk))