



PRIVACY NOTICE

Parents and Carers

Privacy notice for parents and carers – how we use your personal data

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Frank Wise School, Hornbeam Close, Banbury, are the 'data controller' for the purposes of data protection law.

Our data protection lead is Matt McArthur and our data protection officer is TurnitOn (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences
- Bank details
- Photographs
- Details of any safeguarding information including court orders or professional involvement
- Details of any complaints you have made

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Any health conditions you have that we need to be aware of
- CCTV images captured in school
- Family circumstances
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers

We may also hold data about you that we have received from other organisations, including other schools and social services.

Why we collect and use this information

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events

- Process payments for school services and clubs
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations

Our legal basis for processing this data:

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest
- We need to fulfil a contract we have entered into with you

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect an individual's vital interests (protect their life)
- We have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of your data.

Use of your personal data for marketing purposes

Where you have given us consent to do so, Frank Wise School may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting our data protection officer.

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Collecting this information

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Your children
- Police forces, courts, tribunals

Storing this information

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Data Retention Schedule sets out how long we keep information about parents and carers. Please contact our data protection lead, Matt McArthur, if you have any questions about how long we keep information.

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

Data sharing

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies - to meet our legal obligations to share certain information with it, for example destination data.
- Our regulator, e.g. Ofsted - to meet our legal obligations to share certain information with them, for example, during school inspections.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as providing school lunches or to facilitate communication with families.
- Financial organisations - to enable them to provide the service we have contracted them for, for example, to facilitate payment for class trips.
- Our auditors - to enable them to provide the service we have contracted them for, to carry out financial audits.
- Health authorities - where there is legitimate interest to do so, to provide a service that materially benefits the health and wellbeing of pupils, parents and carers.
- Security organisations - to meet our legal obligations to share certain information with them.

- Health and social welfare organisations - to meet our legal obligations to share certain information or where there is legitimate interest to do so, to provide a service that materially benefits the health and wellbeing of pupils, parents and carers.
- Charities and voluntary organisations - where there is legitimate interest to do so, to provide a service that materially benefits the health and wellbeing of pupils, parents and carers, for example Let's Play or Barnados.
- Police forces, courts, tribunals - to meet our legal obligations to share certain information with them.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection lead, Matt McArthur.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office

- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection lead, Matt McArthur.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection lead Matt McArthur, Assistant Headteacher - tel: 01295 263520

or our data protection officer at gdpr@turniton.co.uk.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection lead:

Matt McArthur - Assistant Headteacher - - tel: 01295 263520

Alternatively contact our data protection officer:

TurnitON - gdpr@turniton.co.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and carers and to reflect the way we use data in this school.

Reviewed by: Matt McArthur

Date: January 2021

Approved by Governors:



Date of Review: January 2023

Date: February 2021