



## **Pate's Grammar School**

### **Privacy notice for parents – use of your personal information**

Under data protection law, individuals have a right to be informed about how we use any personal information 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 information.

This privacy notice explains how we collect, store and use personal information about parents, other family members (where given) and carers of children at Pate's Grammar School.

Pate's Grammar School is the 'data controller' for the purposes of data protection law.

Our data protection officer (DPO) is Stephen Locke (see 'Contact us' below).

### **The personal information we hold**

We process information relating to parents, family members and carers of pupils at Pate's. Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name
- Contact details
- Employment details

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

- Ethnicity, religion, disability and access requirements
- Language
- Other family circumstances that may have an impact on the pupil

### **Why we use this information**

The purpose of processing this information is to:

- Provide you with reports or feedback regarding your child's progress.
- Be able to offer care and support to a pupil, as a result of family circumstances that may impact a child's wellbeing or happiness.
- Ensure any attendance issues are dealt with quickly.

- Where appropriate, have information about your religious beliefs and practices in so far as they might affect your child's education or involvement in school activities.
- Send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising appeals and events) and the School's weekly message.
- Once your child leaves the school, send you information for former pupils and find out how your child is progressing.

### **The lawful basis on which we use this information**

The main reason that the school processes personal information is to enable it to perform tasks carried out in its role to provide pupils with an education in the public interest and because it is necessary in order to comply with the school's legal obligations (for example providing data for DfE census returns under the Education Act 1996).

In addition, the school may also process personal information if at least one of the following applies:

- there is explicit consent
- in order to protect the vital interests of the individual
- to comply with the school's legal obligations in the field of employment and social security and social protection law
- for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- for reasons of public interest in the area of public health
- for reasons of substantial public interest, based on law, which is proportionate to the circumstances, and which contains appropriate safeguards
- processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

Where you have provided us with consent to use your data, you may withdraw this consent at any time.

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

### **Collecting this information**

While the majority of the information we collect from you is mandatory, we may collect some, which is voluntarily requested. If this is the case we will make it clear whether you must provide this information, or whether you have a choice.

## **How we store this data**

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, as part of our alumni programme, for historical records or where we have obtained consent. Our record retention schedule (available from the DPO) sets out how long we store your information.

## **Data sharing**

We do not share information about you with any third party without your 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:

- Government departments or agencies – for example, where we have any safeguarding concerns or to comply with our legal obligations.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as communication and database platforms

## **Transferring information internationally**

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

## **Your rights**

### **How to access the personal information we hold about you**

Individuals have a right to make a 'subject access request' to gain access to personal information that Pate's Grammar School holds about them.

You may also have a 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 DPO.

### **Your other rights regarding your information**

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

- Object to the use of your personal information if it would cause, or is causing, damage or distress
- Prevent your information being used to send direct marketing

- Object to the use of your personal information for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our DPO.

## **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 officer.

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

- Report a concern online at <https://ico.org.uk/concerns/>

## **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 officer:

Stephen Locke  
Pate's Grammar School  
Princess Elizabeth way  
Cheltenham  
GL51 0HG  
01242 538252  
[slocke@patesgs.org](mailto:slocke@patesgs.org)