



Pate's Grammar School

Privacy Notice for parents and carers – use of your data

Approved by:

Headmaster

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1. Introduction

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 Geoff Worth (see ‘Contact us’ below).

2. The personal data 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:

- Contact details (including name, address, email address and telephone numbers)
- Employment details
- Bank details
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- 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 may include information about (where applicable):

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

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

3. 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.
- 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

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

4. 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).

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law.

Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

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.

5. 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.

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

6. 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. 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.

7. 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 **UK** data protection law) we may share personal information about you with:

- Our local authority (**Gloucestershire**) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies – for example, where we have any safeguarding concerns or to comply with our legal obligations.
- Our regulator, Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as communication and database platforms
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

7.1 Transferring information internationally

Where we need to transfer personal information to a country or territory outside the UK, (for example on an overseas trip) we will do so in accordance with data protection law.

8. Your rights

8.1 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.

8.2 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
- 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 DPO.

9. 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/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. 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:

Geoff Worth

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