

Privacy Notice (How we use parent information)

The categories of parent information that we process include:

- personal identifiers and contacts (such as name, contact details and address)

This list is not exhaustive, to access the current list of categories of information we process please see our data asset register:

<https://bit.ly/2CVbgsK>

Why we collect and use parent information

We collect and use pupil and parent information, for the following purposes:

- a) to support pupil learning
- b) to support pupil wellbeing
- c) to inform parents of school news, school business and pupil matters

Under the General Data Protection Regulation (GDPR) and Data Protection Act 2018, the lawful bases we rely on for processing parent information can be found in our data asset register:

<https://bit.ly/2CVbgsK>

How we collect parent information

We collect parent information in many ways including at the commencement of the child's place at the school, the annual collection of up-to-date contact information exercise and secure file transfer from previous school via a Common Transfer File (CTF).

Parent data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain parent information to us or if you have a choice in this.

How we store parent data

We hold pupil and parent data securely for the set amount of time shown in our record retention schedule. For more information on our record retention schedule, please visit

<https://bit.ly/2DljzyM>

Who we share parent information with

We routinely share pupil and parent information with:

- schools that the pupils attend after leaving us
- our local authority
- our school messaging service provider

For a full list of who we share parent data with, please visit:

<https://bit.ly/2CVbgsK>

Why we regularly share parent information

We do not share information about our parents with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Officer, Paul Harrison.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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/>

Contact

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

Tanya Rossington, DPO@gateshead.gov.uk