



Policy:	Privacy Notice (Parents)
Date of review:	July 2024
Date of next review:	July 2026
Lead professional:	Data Manager
Status:	Statutory

Privacy Notice (How we use parental information)

The categories of parental information that we collect, hold and share include:

- Personal information (such as name, address, email address, phone numbers, languages spoken and work contact details)

Why we collect and use this information

We use parent data to be able to contact parents for the following reasons:

- to report on the monitoring of pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to report pupil behaviour and safeguarding
- The lawful basis on which we use this information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Collecting parental information

Whilst the majority of parental information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing parental data

Data will only be retained and stored securely for as long as is necessary to fulfil the purposes for which it was processed.

Who we share parental information with

We are able to share parental information with the following external parties and agencies;

- Our local authority
- Other schools and educational settings
- The Department for Education (DfE)
- The school nurse and NHS health services
- Specialist SEN support services
- The police
- Approved third party contractors such as parent mail, parent pay & school transport providers



Why we share parental information

- We do not share information about our parents with anyone without consent unless the law and our policies allow us to do so.
- We share parents' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- We are required to share information about our parents with the (DfE) under regulation 5 of The Education (Information About Individual Parents) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

Peter Dawson, Data Protection Officer.

Peter.dawson@polarismat.org.uk

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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:

Peter Dawson, Data Protection Officer

dpo@polarismat.org.uk