



PRENTON HIGH SCHOOL FOR GIRLS

PRIVACY NOTICE FOR PARENTS/CARERS

Why do we collect and use parent/carer information?

Prenton High School is the Data Controller for the use of personal data in this privacy notice.

The categories of parent/carer information that we collect, hold and share include (please note that this list is not exhaustive):

- personal identifiers and contacts (such as name, contact details and address)
- email address
- CCTV images
- 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, religious beliefs and eligibility for certain benefits
- 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 (please note that this list is not exhaustive)

We use the parent/carer data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of our schools (such as emergency closures) and events
- Process payments for trips and canteen facilities
- Provide appropriate pastoral care
- Protect student welfare
- Administer admissions waiting lists
- Comply with our legal and statutory obligations

The lawful basis on which we use this information:

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
- Need to perform an official task in the public interest
- 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
- need to protect an individual's vital interests (safeguarding)

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.

Collecting parent/carer information

We collect parent/carer information via:

- Initial admissions data collection sheet
- Common Transfer Files
- Annual data collection sheets
- Information collected throughout the Academic year through reply slips and ParentMail responses
- Information provided from Social Services and Wirral Council Children's Social Care

Storing parent/carer data

We hold student data in line with the school's Data Protection Policy

Reviewed: Summer 2020

Next Review: Summer 2021

In accordance with Data Protection Regulations, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share parent/carer information with

We routinely share student information with:

- Local authorities – to meet our legal obligations to share certain information, such as safeguarding
- concerns and information about exclusions
- Government departments or agencies
- Our regulator, Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Our auditors
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts and tribunals

Why we share parent/carer information

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

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/carers have the right to request access to information about them that we hold. To make a request for your personal information contact Data Protection Officer (Mrs H Sanderson) sandersonh@prentonhighschool.co.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:
Mrs H Sanderson (Data Protection Officer) (sandersonh@prentonhighschool.co.uk)
0151 6444213