



# PRIVACY NOTICE:

## Parents, carers and pupils

Name	Privacy Notice: parents, carers and pupils		
Agreed by	Full Governing Body		
Date agreed	4 <sup>th</sup> March 2025	Review date	Spring 2027
Signed & dated			

## **Who we are**

Malmesbury Primary School is the data controller for the processing described in this privacy notice. Our ICO registration number is Z6227801.

The School's Data Protection Officer is Naomi Korn Associates Ltd. You can contact them at [IG@Connetix.co.uk](mailto:IG@Connetix.co.uk) or 020 3475 5122.

## **Malmesbury Primary School Privacy Notice – Parents, carers and pupils**

This privacy notice describes what data we collect about your child, and you as a parent or carer and how we use it. Please read this alongside the pupil privacy notice on the school's website.

### **The data we collect – pupils**

The school will obtain your data either directly from you or, in certain cases, from a previous school or local authority.

The School will collect and generate information about you through the course of your child's time as a pupil with us.

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

### **The data we collect – parents and carers**

The school will obtain your data either directly from you or, in certain cases, from a previous school or local authority.

The school will retain your address and contact details. We will collect and generate information about you through the course of your child's time as a pupil with us.

### **The purpose and legal basis of the processing**

The school's purpose in processing your child's data is to manage their time with us and meet its obligations as an education provider. We will collect and generate information about you through the course of your child's time as a pupil with us. This will include supporting learning, monitoring and reporting progress and providing pastoral and safeguarding care. As a parent or carer, your data will be part of this processing.

In certain situations, the school will process your data in accordance with a legal obligation, including the Education Act 1996, the Equality Act 2010 and Health and Safety legislation.

Where we collect special category data, such as health or ethnicity data, or data relating to criminal convictions, we will do so in order to meet our obligations under equality and health and safety law.

### **Who we share the data with**

Schools are required by law to share certain information regarding pupils with other organisations. This may include references to you as parent or carer.

The school will need to provide information for statutory purposes to the Department for Education (DfE), the Department of Health (NHS, GP Care, School Nurses etc) and your Local Authority (LA).

We will also share information about your child and, where relevant, parents and carers with third parties such as our contracted data processors (such as our HR provider), training providers and external auditors as necessary for the school's mission and objectives.

Any information shared with third parties is subject to contractual arrangements and appropriate GDPR compliance of the relevant organisation

The school may also share data with organisations such as the police or local authorities where there is a legal requirement around safeguarding or the vital interests of an individual are at stake.

### **Your rights in regard to your data**

The GDPR includes a range of rights for parents, carers and pupils around their data:

- Right of access (or "Subject Access Request", "SAR" or "DSAR")
- Right to rectification
- Right to erasure (or "right to be forgotten")
- Right to restrict the use of personal information
- Right to data portability
- Right to object to the use of personal information (including to object to direct marketing, automated decision making and profiling)
- Right to withdraw consent

If you want to use your rights or those of your child by requesting a copy of the information held about them or yourself, please contact the School Business Manager at Malmesbury Primary School.

Where children are 12 or over the school will have discretion, in accordance with the law and Information Commissioner's guidance, to consult the pupil or accept requests from the pupil themselves.

Requests are in most cases free, and the Malmesbury Primary School has 30 days to respond. In exceptional cases 30 days can be expanded to 90 and a fee can be charged.

### **How long we keep your data for**

The school retains information relating to pupils, parents and carers according to its retention schedule. Retention periods are based on legal and contractual obligations and the GDPR 'storage limitation' principle.

### **International data transfers**

Where Malmesbury Primary School shares data outside of the UK or European Economic Area, we will ensure that the transfer is to country with adequate data protection laws or have an appropriate safeguard in place.

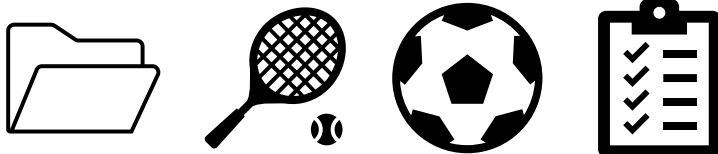
### **The Information Commissioner's Office**

The Information Commissioner's Office (ICO) is the UK regulator of data protection law. If you would like to raise a complaint regarding the processing of your personal data by Malmesbury Primary School, please contact the school's Data Protection Officer at [IG@Connetix.co.uk](mailto:IG@Connetix.co.uk) or 020 3475 5122 in the first instance. If you are still unsatisfied, you can contact the ICO in a number of ways set out at: <https://ico.org.uk/global/contact-us/>

### **Pupils -your data and what you need to know facts**

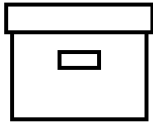
The Malmesbury Primary School will collect some information, or 'data', about you while you're a pupil. They have to look after your data very carefully or they will break the law. This factsheet explains how they do it.

**What data do we collect about you?**



- We will collect your name and address and those of your parents or carers.
- We will collect data about you and your family's culture and traditions, any languages you speak.
- When we take the register, we record whether or not you are at school. If you're not very well your parents might give us a note from your doctor. If you have can't eat certain food or need to take special medicine, we will need to know to make sure you are OK in school.
- We make a note of any help you might need in the classroom, if you need free school meals or if you and your family need any support from the school or the local council.
- We keep a list of all the marks you get at school in different subjects, so the teachers and your parents or carers can work out how well you are doing and if you need any help.

- As a school we have to keep track of any behaviour concerns so everyone at the school can be happy and stay safe.
- We might take some photos or footage of our school events and put them on our website or on social media – if your family have given permission.



### Where do we get it from?

- Mostly we get your data from your parents or carers when you enrol at the school and during your time as a pupil
- Sometimes the school might get given your data from the school you just came from or from the local council, if they've been helping you.

### Why do we need your data?

- To help you learn in the classroom and at home
- To keep track on how you are doing in your school work
- To help look after you and keep you safe
- To make sure the school knows it is doing well, both by itself and compared against how other schools are doing
- When we take a photo of a class activity, we do it to show people on our website what the school does

Malmesbury Primary School does this because:

- The law says schools have to collect this data and use it for these things
- Schools are special places and education is very important
- If we use your photo we will ask you and your parents or carers first
- There are special laws about your health and safety and your family's culture and traditions that the School needs your data for



### Who do we share the data with?

- Your parents and carers, where they need to know
- The school you go on to next, so they know about you when you arrive
- The local council, if you or your parents or carers need any help
- The education department at the government, who like to look at statistics for the whole country so they can plan how to help schools
- The police, if there is a serious investigation or incident
- Any company the school uses to help them store data or carry out tasks



### Where does my data go?

- Your data can be stored on computers at the school building or in special rooms in different places, that the school controls
- If the school has to send your data outside of the country, it still needs to obey the law in the UK to look after your data



### Can I see my data?

As a school pupil you have special powers, or 'rights', under the law to do the following:

- See what data the school collects about you
- Make something correct where the school has made a mistake
- Ask the school to delete some data or take it down from the website
- Stop using your data in a certain way

The school can do some of these things but the law sometimes makes us say no. We will explain this to you and your parents or carers when you ask



**How long do we keep your data for?**

Even when you leave our school, Malmesbury Primary School is required by law to keep your data for longer, sometimes until you are an adult. The school has a special document called a retention schedule which tells us how long to keep information for.



**How do I find out more?**

You can ask your school teacher if you have any questions.

The school has a person they work with called a 'Data Protection Officer', who makes sure that the school is following the law, and you can contact them on [IG@Connetix.co.uk](mailto:IG@Connetix.co.uk)

There is also a special organisation called the Information Commissioner's Office, who makes sure that every school or business follows the law. They have a lot of information on their website <https://ico.org.uk/your-data-matters/> and you can complain to them if you are not happy about what the school has done with your data <https://ico.org.uk/global/contact-us/>

**For parents** - This factsheet is based on the DFE Model Privacy Notice to cover the school's GDPR obligations to be transparent about how we use personal data.

<https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices>

You can find out more about our data protection policies from the school website or contact us with any questions.