

Privacy Notice (How we use parent information)

The categories of parent information that we collect and hold include (where applicable):

- Personal information (such as name, address, contact numbers, job title - *optional*)
- Your relationship to the pupil(s) at the school

Why we collect and use this information

We use the parent data:

- To contact you with regards to the progress and well-being of your child(ren).

The lawful basis on which we use this information

We collect and use parent information in line with Article 6 and Article 9 of the GDPR. The school carries out an extensive data mapping process in which we analyse and justify: the need and lawful basis to collect information; the manner in which the information is secured and stored; who that information is shared with; and how long we retain that information. Parent data is collected and processed in the vital interest of the pupil. We request consent to share your mobile phone number with Teachers2Parents.

Collecting parent information

Whilst the majority of parent 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, and where we have no mandatory requirement to gather or use your data, the school will seek your consent for any data we wish to gather and process.

Storing parent data

We hold parent data until the child's 25th birthday as we have a legal obligation to retain some key information until this point.

Who we share parent information with

We do not share parent information with external agencies unless there is a legal basis or in the vital interest of your child. For example, a police matter.

Requesting access to your personal data

Under data protection legislation, pupils and parents have the right to request access to information about them that we hold. This is requested through a process called 'Subject Access Request'. Please contact the Data Protection Officer for more information on this.

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
- have your data erased – note: while your child is enrolled at the school we are legally obliged to keep certain data – this legal obligation continues for certain time frames once they leave. Data erasure will therefore only be possible where we have no legal basis to keep your data.

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 our Data Protection Officer – Mr Peter Lilley – peter.lilley@whitleybayhighschool.org.