



# PRIVACY NOTICE

## Parents & Carers – Use of your Personal Data

## TWO RIVERS HIGH SCHOOL



## **Privacy Notice for parents/carers – use of your personal data**

Under UK Data Protection Law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'Privacy Notices' (sometimes called 'Fair Processing Notices') to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about **parents and carers of pupils at our school**.

Two Rivers High School, Torc Campus, Silverlink Road, Tamworth, Staffs. B77 2HJ is the 'data controller' for the purposes of Data Protection Law.

Our Data Protection Officer is Anthony Dooley (see 'Contact us' below).

### **The Personal Data We Hold**

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made
- Any health conditions you have that we need to be aware of
- Photographs and CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools and social services.

### **Why We Use This Data**

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services and clubs
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists

- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations

### **Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time.

### **Our Legal Basis for Using This Data**

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
- We need it to perform an official task in the public interest

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

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 this data.

### **Our Basis for Using Special Category Data**

For 'special category' data, we only collect and use it when we have both a lawful basis and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law

- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

### **Collecting This Information**

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local Authorities
- Government departments or agencies
- Your children
- Police forces, courts, tribunals

### How We Store This Data

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary and in accordance with Staffordshire County Council's Record Retention Schedule which sets out how long we keep information about parents and carers.

A copy of the retention schedule we use is available upon request from the Data Protection Officer.

### Data Sharing

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK Data Protection law), we may share personal information about you with:

	We need to comply with a legal obligation	We need it to perform an official task in the public interest	We need to protect the individual's vital interests (or someone else's interests)
<i>Our Local Authority</i>	X		X
<i>The Department for Education</i>	X		
<i>Our regulator e.g Ofsted</i>	X		
<i>Suppliers and service providers</i>		X	
<i>Financial organisations</i>		X	
<i>Our Auditors</i>		X	
<i>Survey and research organisations</i>		X	

<i>Security Organisations</i>	X		X
<i>Health and Social welfare organisations</i>	X		X
<i>Professional advisors and consultants</i>		X	
<i>Charities and Voluntary organisations</i>		X	
<i>Police Forces, courts and tribunals</i>	X		X

### **Transferring Data Internationally**

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK Data Protection law.

### **How To Access Personal Information That We Hold About You**

You have a right to make a **'subject access request'** to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer - Anthony Dooley.

## Your Other Rights Regarding Your Data

Under UK Data Protection Law, you have certain rights regarding how your personal data is used and kept safe. For example, including the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose.
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our **Data Protection Officer**:

- Anthony Dooley Telephone: 01902 761889  
Email: [t.dooley@endeavourmat.co.uk](mailto:t.dooley@endeavourmat.co.uk)