



PRIVACY NOTICE FOR PARENTS/CARERS

GENERAL INFORMATION:

Whether you are a parent, pupil, member of staff, a visitor to our school or simply to our website, we collect and use personal information about you for a variety of reasons.

We are a 'data controller' of this personal data, which means we decide how and why your data is processed and as a data controller, we are registered with the Information Commissioner's Office under certificate number Z1128141.

We have a responsibility to tell you how and when we use your personal data. We do this through our privacy notice which details:

- why we are using your personal data
- what allows us to use your data
- what type of data we use and how long we will use it for
- where we get the information from and who we will share it with
- your rights in relation to the data we hold, including when to complain to the Information Commissioner's Office
- the details of our Data Protection Officer

The privacy notice should provide you with all of the information you need to understand how we handle your personal data.

In this notice, you will see different names or terms used that you may not be familiar with, such as:

- **Data Controller:**
This is the school (St Mary's) as we are in charge of the information we collect.
- **Data Processor:**
This is an organisation or an individual that processes information on our behalf.
- **Data Protection Officer (DPO):**
This person makes sure we do everything the law says. The DPO contact information is included within this document.
- **Personal Data:**
This means any information used to identify someone, such as your address and date of birth.
- **Legal Basis:**
There must be a lawful basis in order to process personal data.
- **Legitimate Interest:**
This means that we process your information in the interest of the school.

- **Public Task:**

This relates to information we have to collect and use in our role as a school, including information relating to each pupil.

- **Consent:**

We may need your permission to collect and use your data and, if we do, we rely on your consent.

To help you identify what information we collect, we have broken down this privacy notice into key areas to cover what information we collect and how we use it. The key areas are as follows:

- **Pupils and Parents**
- **Staff and Governors**
- **School Visitors**
- **Website Visitors**

For further information, please refer to the appropriate documents detailed in the Data Information and Guidance Section of our website.

Contact Details:

General Contact Details:

Mrs Lisa Lee is the school's Data Protection Lead (DPL) and you can contact her if you have any concerns or questions in relation to data protection and the use of your personal data.

You can contact the DPL in the following ways:

- by telephone, 01270 685174
- by email, admin@stmarysrc.cheshire.sch.uk
- by letter, St Mary's Catholic Primary School & Nursery, Dane Bank Avenue, Crewe, Cheshire, CW2 8AD

Data Protection Officer Contact Details:

To ensure that we comply with our responsibilities under data protection legislation, we have appointed a Data Protection Officer, (DPO).

You can contact the DPO in the following ways:

- by telephone 0300 123 8 123
- by email at SchoolDPO@cheshirewestandchester.gov.uk
- by letter, Data Protection Officer, Cheshire West and Chester Council, Council Offices, 4 Civic Way, Ellesmere Port CH65 0BE

You can contact the DPO if you have any concerns or questions about how or why we collect and use personal data, as well as to report any possible breaches of data protection.

Your Rights:

If you wish to exercise any of your rights under data protection, please read the Rights of Access Guidance (GDPR02G) available under the Data Information and Guidance Section of the school website, or contact either the DPL or the DPO who will be able to guide you through the appropriate steps.

Should you make a request to any other member of staff; they will pass your enquiry on to the DPL or DPO who will contact you in order to help.

Your Right to Complain:

If you are unhappy with how we deal with any of your requests, you can complain to our Data Protection Officer in the first instance, who will review all of the steps taken and the decision made.

If you are still unhappy, you can contact the Information Commissioner's Office for advice. As a starting point, they will always ask if you have raised any concerns with us first, so it is important that you let us know of any issues you have and allow us to work with you to resolve them.

If you remain unhappy, you can contact the ICO in the following ways:

- by telephone 0303 123 1113
- by letter, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Your Data Protection Rights:

Whether you are a pupil, a parent, member of staff or a visitor, you have a number of rights relating to how we collect and use your information.

These rights depend on why and how we use your information so they only apply in certain circumstances, but we will make it clear what rights apply and when.

If you decide to exercise any of your rights you can make a request either verbally or in writing (email is fine) and you can do so free of charge (there are only very rare occasions where we may have to charge, but we will tell you about this in advance).

We have 1 month to respond to your request. If we need to extend this time limit, we will explain why and tell you within that initial period.

You can make a request, verbally or in writing, directly to the Data Protection Lead or Data Protection Officer.

You can find full details about your rights on the [ICO website](#) but in summary, your rights are:

Right of Access:

You have a right to ask for a copy of any personal information that we hold about you or your child. This is your most important right and always applies, although there may be reasons why we cannot provide all of the information you request. For further information about making a request, please refer to the Rights of Access Guidance (GDPR02G) available under the Data Information and Guidance Section of the school website.

Right of Rectification:

You can ask us to correct any information we hold that you think may be inaccurate, as well as to complete any information you think is incomplete.

To help us deal with any request you should:

- clearly state what you believe is inaccurate or incomplete
- explain how you think the information should be corrected
- provide evidence of any inaccuracies where possible

Once we have considered your request, we will confirm whether we have corrected, updated or removed the information as requested; or whether we consider that the information is accurate and will not be subject to change.

Right to Erasure:

This right, also known as the 'right to be forgotten', means that in some cases, you can ask us to delete information we hold about you.

The Right to Erasure is not absolute or automatic and in the majority of cases, we may be unable to delete the information we hold. Where we cannot comply with your request, we will explain why.

The Right to Erasure only applies when:

- we no longer need your data
- you previously consented for us to use the data but you have now withdrawn that consent
- you object to how we use your information and your rights outweigh our use
- we should not have been using your information
- we are legally required to delete your information

In the majority of cases, we use information required by law, therefore there are only a few cases where this option will apply.

Right to Restriction of Processing:

You may have the right to limit how we use your data, which may include stopping us from deleting it. You can do this if you are questioning the accuracy of the information we have or the way in which we are using it.

If we do not uphold your objections, we will explain why we cannot or will not restrict how we use it.

Right to Object to Processing:

You also have the right to object to how we process your information. This is similar to the Right of Restriction but means we have to stop using your information.

If we are unable to comply with your request, it is our responsibility to prove why we should be able to continue to process your information.

If you object to the use of your information for marketing purposes, we must stop using your information immediately.

Right to Data Portability:

You have a right to ask us to transfer information you provided electronically and processed automatically, to another organisation. In reality, this right will rarely apply to information we deal with as a school.

Rights Related to Automated Decision Making:

Where we use information for the purposes of profiling or when a decision is made solely by automated means with no human involvement, you have the right to object and ask for human intervention in any decision. The school does not have any automated decision making functions.

Quick Guide to Your Rights:

LEGAL BASIS	RIGHTS					
	Access	Rectification	Erasure	Restrict Processing	Data Portability	Object
Consent	Yes	Yes	Yes	Yes	Yes	No
Contract	Yes	Yes	Yes	Yes	Yes	No
Legal Obligation	Yes	Yes	No	Yes	No	No
Vital Interests	Yes	Yes	Yes	Yes	No	No
Public task	Yes	Yes	No	Yes	No	Yes
Legitimate Interest	Yes	Yes	Yes	Yes	No	Yes

Timescales:

We have one calendar month to respond to any rights request you may make and we will keep you informed of our progress and any delays we may experience. This means that if you make a request on 15th March, we will respond by 16th April at the latest. Where that date is a weekend or a public holiday, we will respond by the next available date.

Whilst we will always work to comply with providing your information before the 1 month deadline, there may be occasions where we are unable to do this, if, for example, the request is particularly complex. Under those circumstances, we may have to extend the time limit by up to an additional period of two months. If we do this, we will always tell you in advance of the deadline.

Access to your information:

The Right of Access, also known as a Subject Access Request, is one of your most important rights.

You can make a Subject Access Request to find out what data we hold and to ask for a copy of that data. You can make a request verbally or in writing and a form is available on the Data Information and Guidance Section of the school website.

Identification:

Once you have made a request we may need to ask you for proof of identification to verify who you are.

We will also need to establish whom you are making the request for; are you asking for data we hold on you, a child in your care or on behalf of someone else? Again, if you are acting on behalf of someone else, we will need to establish that you have permission to do so.

Timescales:

Once we have confirmed the details of the request, we have one month to provide you with a copy of the information you requested. When requests are particularly complex we may extend this by a further two months but we will confirm this beforehand. This may be the case if a request is made over a significant holiday period where we may be unable to adequately identify information.

There may be some information we hold that we are unable to share with you. We will remove information that relates to other individuals.

You can ask us to confirm:

- Why we are processing your personal data?
- Whom we disclose your personal data to?
- The source of your personal data?

Whilst we will always work to comply with providing your information before the one month deadline, there may be occasions where we are unable to comply that quickly, especially if your request is particularly complex. Under those circumstances, we may have to extend the time limit for successfully responding to your request. If we plan to do this, we will always tell you.

Requesting Children's Data:

Parents accessing their child's personal data under the GDPR are exercising the right of subject access on the child's behalf where they have parental responsibility for the child. They do not have an automatic right to information held about their child.

In England, the age at which a child reaches sufficient maturity to exercise their own right to access their information is normally considered 13 years; however, this may vary amongst individuals.

Once a child reaches sufficient maturity, the parent may only act with their child's consent. As a result, where a child is over 13 years and makes a request on their behalf, the school may seek their consent for someone to access their records on their behalf.

When deciding whether to release information about a child, consideration will be given to the best interests of the child.

The school will not service a Subject Access Request for information held on a child if the child, deemed capable of understanding the nature of the request and the consequences of their actions, refuses to consent to the disclosure of this information.