St. Paul's C of E Primary School

Privacy Notice

Parents, Carers and Guardians

How we use your information

We, St. Paul's C of E Primary School, are a data controller for the purpose of the UK General Data Protection Regulation (GDPR). This privacy notice explains how we collect, store and use personal data about parents. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations.

We collect your information to:

We use parent, carer and guardian information to:

- support your child's education and wellbeing
- provide reports and other information required by law in relation to the performance of your child.
- communicate with you about your child and school activities
- meet our safeguarding responsibilities
- ensure the safety and security of individuals on school premises.
- provide or obtain additional services including advice and/or support for your family.
- process payments for school meals, trips and activities
- manage admissions and attendance matters
- handle complaints, enquiries and correspondence
- assess the quality of our services
- comply with our legal and statutory obligations.

We use data processors who are third parties who provide elements of services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct. When it is necessary for us to transfer your personal information outside of the UK this will only be done in accordance with the UK GDPR.

The categories of information that we collect, hold and share about you include:

- Personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)

- Family and household information where relevant
- Financial information, such as payment details for school services
- Photographs
- CCTV images captured on school premises

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):

- Health information
- Information relating to disability or access requirements
- Ethnicity and language information
- Information relating to support services provided to families

The lawful basis on which we use this information

When we collect, process or share your information, we ensure it is lawful for at least one of the following reasons:

- **Article 6(1)(c) - legal obligation**
  We are required to process parent data so that we meet the legal requirements imposed upon us.
- **Article 6(e) - public interest**
  Processing your data is necessary to perform tasks that schools are required to perform as part of their statutory function to ensure your child receives an education.

Sometimes, we may also use your personal information where:

- **Article 6(1)(a) – consent**
  You have given us consent to use your data in a particular way.
- **Article 6 (d) - vital interest**
  It is in your or another's vital interests for your personal information to be passed to these people or services, to the extent that it is necessary to save someone's life.

We do not process any special categories of personal data, except where necessary under the following provisions:

- **Article 9(2)(a) -** Explicit consent is given by the data subject
- **Article 9(2)(g)** -Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.

- **Article 9(2)(h) -** Where the processing is necessary in order to ensure your health and safety on the school premises, including making reasonable adjustments for any disabilities you may have.

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to your withdrawal. Please contact admin@st-pauls.stockport.sch.uk should you wish to withdraw your consent for any of the above activities.

Collecting parent data

We will obtain most of your personal data from you by way of information gathering exercises at appropriate times, such as when your child joins the school and you fill out the new registration and contact forms. We may also obtain information about you from other sources such as social services.

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK GDPR, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing parent data

We hold parent data securely in line with our data Retention Schedule in secure software and locked cabinets.

When this information is no longer required, it will be confidentially destroyed or deleted.

For more information on our data retention schedule and how we keep your data safe please contact admin@st-pauls.stockport.sch.uk.

Who we share your information with

We routinely share your information with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education, in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections
- Trusted partners in health

- Contractors, such as electronic communication provider to enable direct and rapid communication from school to yourselves

Where we use external contractors or service providers to process personal information on our behalf, we ensure appropriate contracts, data processing agreements, and confidentiality arrangements are in place to protect your information and ensure it is handled securely and in accordance with data protection law.

We will not give information about you to anyone outside this establishment without your consent unless the law permits it. We are required by law to pass some of your information to the Local Authority for monitoring, tracking and provision of appropriate services, and to the Department for Education.

These organisations are then required to share some of this information with trusted partners including NHS Trusts and other Local Authorities in the case of admissions. Appropriate data will be used by certain Local Authority services to provide the best support possibly to children and young people.

There may be circumstances in which we may lawfully share personal data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about them that we hold. To make a request for your personal information, please contact admin@st-pauls.stockport.sch.uk, or alternatively you can view our Data Subject Rights Policy on the school website.

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

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs H. Saville, School Business Manager 0161 480 5403

Data Protection Officer
IGschoolsupport@stockport.gov.uk

Complaints

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. Please contact:

Mrs H Saville, School Business Manager 0161 480 5403

Following any complaint response, if you remain unsatisfied with the way we have handled your personal information, you have the right to make a complaint to the Information Commissioner.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Email: https://ico.org.uk/concerns/

Document Control

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Links with other policies, procedures, or guidance	
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Any changes made	Information we collect updated. Who we share information with updated for contractors Complaints section changed in line with Data Use and Access Act 2026

Change History

Version	Author	Issue Date	Review date	Changes made?
V1	IG Team		01.09.2024	New Privacy Notice
V2	IG Team	04.10.2024	01.09.2026	Minor formatting /wording, complaints