Parkside Primary School

Privacy Notice for Parents/Carers

Reviewed October 2026

Parkside
Primary School

Privacy notice for parents/carers

Under 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 pupils and their parents or carers in connection with education, welfare and school administration.

We, Parkside Primary School, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Claire Wood (See contact us below)

The personal data we hold

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

- Contact details, contact preferences, date of birth, identification documents.
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health.
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers.
- Photographs
- CCTV images captured in school.

Where relevant, we also process pupils' unique pupil numbers, language, previous schools, dietary requirements, allergies, medication, special educational needs and disabilities, and behaviour or alternative provision records.

- Data about a pupil's use of the school's information and communications systems, where applicable

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

We also hold parent and carer information, including names, contact details, parental responsibility, communication preferences and, where relevant, payment or eligibility information.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Provide school meals, manage allergies and dietary requirements, and enable our catering provider to communicate directly with parents and carers about their child's individual menu.
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our lawful basis for using this data

We only collect and use pupil's personal data when the law allows us to. Most commonly, we use 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 pupil's personal data in the situation where:

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

Where we have obtained consent to use pupil's personal data, this consent can be withdrawn at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

The lawful basis depends on the purpose. For sensitive information such as health, ethnicity or religious beliefs, we also identify a relevant Article 9 UK GDPR condition and any additional safeguards required by the Data Protection Act 2018.

Collecting this information

We collect information from parents and carers, pupils, previous schools through the Common Transfer File, local authorities, health professionals and other agencies where relevant.

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

Where we rely on consent for a particular use, it can be withdrawn at any time by contacting the Data Protection Officer; withdrawal does not affect processing already carried out.

2. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record and retention policy sets out how long we keep information about pupils.

Data sharing

We share information where we have a lawful basis, including where required by law or necessary for our public functions and safeguarding responsibilities. We seek consent where consent is the applicable basis.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about pupils and their parents or carers with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education*
- *The pupils family and representatives*
- *Educators and examining bodies*
- *Our regulator Ofsted*
- *Suppliers and service providers used by the school for payments, communication, learning and administration, subject to appropriate data protection arrangements*
- *Our catering provider – relevant parent/carer contact details and pupil allergy and dietary information, where necessary to arrange suitable meals and send or discuss individual menus. This information is shared securely under appropriate data protection arrangements and must not be used for unrelated marketing.*

- *Financial organisations*
- *Central and local government*
- *Our auditors*
- *Health authorities*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Police forces, courts and tribunals*
- *Professional bodies*

The Department for Education may include information we submit in the National Pupil Database.

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and the early years census.

Some of the information is then stored in the **National Pupil Database** (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information about the Department for Education's use of pupil data, see https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice

You can contact the Department for Education at https://www.gov.uk/contact-dfe with questions about information it holds.

Transferring data internationally

Where personal data is transferred outside the UK, we will use an applicable UK adequacy regulation, appropriate safeguards or another lawful transfer mechanism. Contact the Data Protection Officer for details of safeguards for a particular transfer.

Parents and pupils rights regarding personal data

How to access personal information we hold about you

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

A child's right of access belongs to the child. We consider the child's understanding and circumstances when deciding whether a parent or carer can exercise that right on their behalf; there is no fixed age at which this changes. A child who can exercise the right may authorise a parent or carer to act for them.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- 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.

Parents with parental responsibility may also request access to their child's educational record under the separate rules for maintained schools. To request access, contact the school office or Data Protection Officer. The school will consider any applicable restrictions and respond within the statutory timeframe.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to processing based on public task or legitimate interests, where applicable, on grounds relating to your particular situation
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- 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 in this privacy notice please contact our Data Protection Officer

- Claire Wood via school@parkside.waltham.sch.uk

Signed by: ……....Chair of Governors