St Paul's CE Primary School Data Privacy Notice for Parents, Volunteers and Visitors

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

Data Protection Officer: **Data Protection Education Ltd**

Telephone: 0800 0862018

Email: dpo@dataprotection.education

If you would like a copy of any documentation, please contact our school office: **admin@stpauls.brighton-hove.sch.uk**

We may need to update this privacy notice periodically. If you are reading a printed version of this document, we recommend that you check with our school office or on our website, www.stpaulsbrighton.co.uk, to ensure that you have the most up-to-date version. This version was produced in January 2025.

January 2025

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Purpose of this document

St Paul's CE Primary School is a data controller and this document describes the data that is collected and how it is processed to data subjects other than pupils, workforce and governors. As data controller, we are responsible for deciding what data is collected and how it is processed.

Under the Data Protection Act 2018 and the UK GDPR, we must abide by the principle of transparency and the right of data subjects to be informed about how their data is processed.

This document provides such information. It will be updated occasionally and updates will be communicated to the relevant data subjects.

It is your duty to inform us of changes.

We are registered with the Information Commissioner's Office, registration number Z9943950.

The categories of data subject, information we collect and process

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

Parent and Carers information

Data collected, processed and held may include:

- name
- address
- contact information
- relationship to the child
- involvement with volunteer groups or parents' association
- photograph for school entry system
- driving licence, passport or other official documentation for identity verification (we will not keep copies of these documents on our records)
- we record CCTV for the safety and security of everyone in the school

  This list is not exhaustive

Parent and Carers information is collected so that:

- we can communicate with you about your child in relation to things such as education and attainment, health and well-being, attendance and behaviour and emergencies (task in a public interest or legal obligation);
- send you important information about the school (task in a public interest);
- provide you with access to tools and services we use in schools such as parent payment systems, communication applications (task in a public interest or to fulfil a contract).

Where you have given us consent to do so, we may send you marketing information via app message, text or email, promoting school events, campaigns 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 by contacting us using the information on the front page of this policy.

Visitor information

Data collected, processed and held may include:

- name
- associated business
- purpose of visit
- Disclosure and Barring Service check results
- photograph for school entry system
- car registration number
- driving licence, passport or other official documentation for identity verification (we will not keep copies of these documents on our records)
- we record CCTV for the safety and security of everyone in the school

  This list is not exhaustive

Visitor information is collected so that:

- we have a record of who is and has been in the building, for health, safety and operational purposes (legal obligation);
- we have a record of official visits, such as inspections or maintenance (task in a public interest);
- we know whether a visitor can be unaccompanied in areas where children are present. Where needed, Disclosure and Barring Service checks may take place (task in a public interest or legal obligation).

Volunteers' information

Data collected, processed and held may include:

- name
- address
- contact information
- driving licence, passport or other official documentation for identity verification
- Disclosure and Barring Service check results
- car registration number
- photograph for School Entry system
- we record CCTV for the safety and security of everyone in the school

  This list is not exhaustive

Volunteers' information is collected so that:

- we have a record of who is and has been in the building, for health, safety and operational purposes (task in a public interest);
- Disclosure and Barring Service checks may be carried out (task in a public interest or legal obligation);
- we have a record of visits (task in a public interest).

The lawful basis on which we process this information

We collect and process your information:

- under Article 6 of the UK General Data Protection Regulation (UK GDPR), in accordance with the **Public Task** basis to fulfil our statutory function as a school, to perform our official function (public task); such as equal opportunities monitoring, for child protection purposes or where otherwise authorised by law, such as Departmental Censuses as required in the Education Act 1996;
- under Article 9 of the UK General Data Protection Regulation (UK GDPR), where data is classed as Special Category data, e.g. health etc to carry out tasks in the public interest;
- in accordance with the **Vital Interests basis** - we will use personal data in a life or death situation;
- where it is carried out as a task in the public interest, such as equal opportunities monitoring, for child protection purposes or where otherwise authorised by law, such as Departmental Censuses as required in the Education Act 1996;
- in accordance with the **Contract basis** - if we need to process the data to fulfil a contract with you or to assist you in entering into a contract with us;

- in accordance with the **Consent basis** - we will obtain consent from you to use your personal data;
- in accordance with the **Legitimate Interest** basis - where there is minimal privacy impact, and we have a compelling reason;
- to facilitate your attendance in schools, background checks from the Disclosure and Barring Service may be done which may involve the collection of criminal convictions;
- in accordance with the **Legal Obligation basis** - we need to process the data to meet our responsibilities under certain laws.

Our basis for using **Special Category Data under Article 9** of the UK GDPR will only be when we have both a lawful basis as set out above and under the following legal grounds, in accordance with the Data Protection Act (2018), Schedule 1:

- where we have obtained your explicit consent to use your data in a specific way;
- when we need to perform or exercise an obligation or right in relation to employment, social security or social protection law;
- when we need to protect an individual's vital interest (i.e. protect your life or someone else's life) in situations where you are physically or legally incapable of giving your consent;
- where the data concerned has already been made manifestly public by you;
- when we need to process it for the establishment, exercise or defence of legal claims;
- where we need to process it for reasons of substantial interest as defined in legislation;
- when 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 care work professional or by any other person obliged to do so, confidentiality under law;
- where we need to process it for public health reasons and the processing is done by/or under direction of a health or social care work professional or by any other person obliged to do so confidentiality under law; and
- where we need to process it for archiving purposes, scientific or historical researching purposes or for statistical purposes and processing is in the public interest.

Where you have provided us with consent to process your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and will explain how to withdraw your consent if you wish to do so.

Collecting this information

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

- **Parents:** 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 data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this;

- **Visitors:** As a visitor, the information that you provide to us is voluntary. However, we may restrict access to the school if the information is not provided; and
- **Volunteers:** As a volunteer, the information that you provide to us is voluntary. However, we may restrict access to the school if the information is not provided.

CCTV recording and monitoring is in use on-site. Please see the organisational CCTV policy for further details, which may be obtained from the school office.

Storing this information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the school office.

Who we share this information with

We do not share information about individuals with anyone without consent unless the law and our policies allow us to do so:

- **Parents:** we will share your information with members of staff, other agencies and, where you have agreed, to ensure the functioning of a contract, with third-party processors who provide services to the school;
- **Visitors and volunteers:** your information will not be shared unless requested by an external agency, in the course of a health and safety incident or in the investigation of a crime.

The Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- used lawfully, fairly and transparently;
- collected and used only for the specific, explicit and legitimate purpose they have been collected for and not for any other purposes;
- adequate and relevant and limited only to what is necessary;
- accurate and kept up to date;
- kept only as long as necessary; and
- kept securely, using appropriate technical and/or organisation measures.

Requesting access to your personal data

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact our school office or our Data Protection Officer using the contact details on the front of this notice.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed';
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request;
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification';
- the right to ask us to delete your personal information – this is called 'right to erasure';
- the right to ask us to stop using your information – this is called 'right to restriction of processing';
- the 'right to object to processing' of your information, in certain circumstances;
- rights in relation to automated decision making and profiling;
- right to data portability;
- the right to withdraw consent at any time (where relevant);
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

The Data Protection Officer (DPO) is in a position to ensure your rights are supported. To contact the DPO or to make a right of access request (subject access request) use the contact details on the front of this notice.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office (ICO) at Information Commissioner's Office.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by using the contact details on the front of this notice.

Concerns about how your personal data is handled

If you have any concerns about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance using the contact information on the first page of this document.

If you are dissatisfied, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data;
- for a description of the data they hold about you;
- the reasons they're holding it and any recipient it may be disclosed to; and
- for a copy of your personal data and any details of its source.

If you want to see the personal data held about you by the Department for Education (DfE), you should make a subject access request (SAR). Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

To contact DfE: https://www.gov.uk/contact-dfe