

## **Privacy Notice (How we use parents information)**

Broadlea Primary School is the Data Controller for personal information with respect to responsibility under the General Data Protection Regulations. This privacy notice explains how and why we collect personal data about you.

### **The categories of parents information that we collect, hold and share include:**

- Name, address, contact details and contact preferences
- CCTV images captured in school

We may also collect use and store information about you that falls into “special categories” of more sensitive personal data. This includes information about:

- Characteristics (such as ethnicity, language, nationality, country of birth )
- Family circumstances
- Physical and mental health, including medical conditions
- Details of any support received including care packages, plans and support providers
- Information received from other organisations such as social services.

### **Why we collect and use this information**

We use your data:

- to report to you on your child’s attainment and progress
- to keep you informed about the running of the school including emergency closures and events
- to process payments for school services and clubs
- to provide appropriate pastoral care
- to protect pupil welfare

### **The lawful basis on which we use this information**

Broadlea Primary School collects and holds personal data relating to pupils and their families in order to comply with our legal obligation to provide an education service.

### **Collecting your information**

Whilst the majority of the information you provide to us is necessary for us to carry out our lawful, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if your consent is needed. Where consent is required, we will provide you with specific information with regards to the reasons the data is being collected and how the data will be used.

## Storing personal data

Personal data relating to pupils at Broadlea Primary School and their families is stored in line with our Data Protection Policy. We do not store personal data indefinitely; we only store your personal data while your child is attending our school. However, we may need to keep some attendance beyond their attendance at school in order to comply with our legal obligations. Details of the retention of records can be found in our Retention Policy

## Who we share your information with

We do not share personal data without consent unless the law and our policies require us to do so. We may also share personal data with third party organisations with whom we hold contracts to enable us to fulfil our lawful purpose such as School Gateway, Callparents.

## Requesting access to your personal data

Under the General Data Protection Regulations, parents have certain rights with respect to their personal data. You have the right to:

- apply to request access to information that we hold about you
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent it being used to send direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data corrected deleted or destroyed or, restrict its processing.
- data portability
- claim compensation for damages caused by a breach of the data protection regulations.

For further details on your rights or to apply to access your personal information, please contact the school administrator Mrs Mandy Ringer.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by contacting our School Business Manager Mrs Nicky Craft. You also have the right to raise concerns with the school's Data Protection Officer; the Head of Legal Services and Monitoring Officer at the Isle of Wight Council, [dpo@IOW.gov.uk](mailto:dpo@IOW.gov.uk). Ultimately, you also have the right to contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

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

Mrs Aly Townsend, Bursar.