

# Privacy Notice for Parents (your data)

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## 1. Introduction

Under UK 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 **parents and carers of students at our school**.

We, Bournemouth School, are the 'data controller' for the purposes of UK data protection law.

Our Data Protection Officer is Mrs L Domeney (see 'Contact us' below).

## 2. The personal data we hold

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

- Contact details and contact preferences (such as your name, address, and telephone numbers)
- Bank details
- Results of internal assessments and externally set tests
- Details of your family circumstances
- Attendance and Exclusion information
- Records of your correspondence and contact with us
- Safeguarding information (such as court orders and professional involvement)
- Details of any support received, including care packages, plans and support providers

We may also collect, use, store and share (when appropriate) information about you that fall into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Details of any health condition you have that we need to be aware of
- Photographs and CCTV images captured in school

We may also hold data about students that we have received from other organisations, including other schools, local authorities and social services.

### 3. Why we use this data

We use this data listed above to:

- a) Support student learning
- b) Monitor and report on student progress
- c) Provide appropriate pastoral care
- d) Protect student welfare and keep them safe
- e) Assess the quality of our services
- f) Administer admissions waiting lists
- g) Comply with the law regarding data sharing
- h) Provide information to emergency personnel in the event of an emergency only

#### 3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email promoting school events, campaigns, charitable causes or services that you might be interested in. You can take back this consent or 'opt out' of receiving these emails at any time by contacting us (see 'Contact us' below).

#### 3.2 Use of your personal data in automated decision making and profiling

We do not currently put your personal information through any automated decision making or profiling process. This means we do not make decisions about you using only computers without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

### 4. Our lawful basis for using this data

Under UK data protection law, the legal bases we rely on for processing your personal data for the purposes listed above are as follows:

- For the purposes of **(a, b, c, d, e, f and g)**, in accordance with the 'public task' basis; we need to process data to fulfil our statutory duties placed upon us as a school. The relevant legislations and guidance that may apply, but are not limited to, are:
  - [Education Act 1996](#)
  - [Keeping Children Safe in Education \(KCSiE\)](#)
  - [Data Protection Act 2018](#)
  - [Equality Act 2010](#)
- For the purposes of **(h)**, in accordance with the 'vital interests' basis – we will use this personal data to protect you in a life-or-death situation

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

#### **4.1 Our basis for using special category data**

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

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

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

#### **5. Collecting this information**

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

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

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Your child(ren)
- Police forces, courts, tribunals

#### **6. How we store this data**

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance if this is necessary in order to comply with our legal obligations.

We have a record retention schedule which sets out how long we must keep information about students and is based on the Information and Records Management Society's toolkit for schools. This is available on request.

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of your personal data securely when we no longer need it.

## **7. Who we share data with**

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law) we may share personal information about you with:

- Our local authority (Bournemouth, Poole & Christchurch Council (BCP))– to meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions
- Government departments or agencies in order to meet our legal duties to share information with it
- Ofsted (the organisation or “watchdog” that supervises us) in order to fulfil inspection requirements
- Suppliers and service providers – so that they can provide the services we have contracted them to do
- Financial organisations such as Wisepay in order to provide a purchasing service in school and to collect voluntary contributions / charges for educational activities/equipment
- Our auditors to enable a transparent auditing of our accounts
- Survey and research organisations, for example careers software to support the decision-making process for students
- Health and social welfare organisations
- Charities and voluntary organisations that help us support students
- Police forces, courts, tribunals in order to fulfil our duty to aid investigations and any other legal processes

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the UK, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## **8. Your rights**

### **8.1 How to access the personal information we hold about you**

You have a right to make a 'Subject Access Request' to gain access to personal information that we hold about you.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

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 or your child
- 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 also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

As an academy, there is no automatic parental right of access to the educational record Bournemouth School holds of your child, though we would seek to support your request where there is no safeguarding risk.

If you wish to make a request please contact our data protection officer.

## **8.2 Other rights regarding your data**

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

- Object to the use of personal data if it would cause, or is causing, damage or distress
- 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
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- 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.

## **9. 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.

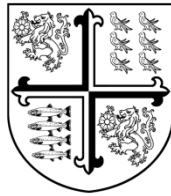
Alternatively, you can make a complaint to the Information Commissioner's Office:

- 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

## **10. Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Mrs L Domeney, Compliance Manager, Bournemouth School, East Way, Bournemouth, BH8 9PY  
[ldomeney@bournemouth-school.org](mailto:ldomeney@bournemouth-school.org)



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### Document History

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1.0	01.07.2020	L Domeney	Edited to reference Data Protection Policy Updated contact for DPO
1.1	24.09.2020	L Domeney	Annual review
1.2	10.11.2021	L Domeney	Annual review Version control added 'Special category' data updated 'Collecting information' updated 'Who we share data with' update
1.3	25.10.2022	L Domeney	Annual review – no changes
1.4	15.11.2023	L Domeney	Annual review: Table of contents added Transferring data internationally – 'UK' replaces 'European Economic Area'

### Approvals

<b>Date of FGB Approval</b>	<b>Approving Committee</b>
11/2021	Resources
07/12/2021	Resources
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***The latest version of this policy may be accessed through our website – Yes***