



FERN HILL PRIMARY

Privacy Notice for parents and carers: how we use your personal information

1. Introduction

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 parents/carers.

Kingston Educational Trust, (% The Kingston Academy, Richmond Road, Kingston upon Thames, Surrey KT2 5PE) is the school's 'data controller' for the purposes of data protection law.

Our data protection officer is Zara Gallagher (see 'Contact us' below).

2. The personal data we hold

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

- Contact details and contact preferences
- Bank details
- CCTV images captured in school

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):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Family circumstances
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers

This list is not exhaustive and will be periodically updated. To access the current list of categories of information we process from time to time, the latest version of this privacy notice will always be available on the [data protection page](#) of our website.

3. Why we use this data

The personal data collected is essential, in order for the school to fulfil its official functions and meet legal requirements.

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest
- We need to fulfil a contract we have entered into with you
- Less commonly, we may also process your personal data in situations where:
 - We have obtained consent to use it in a certain way
 - We need to protect an individual's vital interests (protect their life)

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

4. Collecting this data

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

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

5. Storing data

We hold data securely and only for as long as we need to or for as long as the law requires us to, as shown in our data retention schedule. For more information on our data retention schedule and how we keep data safe, please visit the [data protection page](#) on our website.

6. Who we share data with

We do not share information about parents/carers 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 data protection law) we may share personal information with:

- Our trust, Kingston Educational Trust
- The local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our regulator, Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Work experience providers/facilitators
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals, Cafcass

7. Transferring data internationally

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

8. Requesting access to your personal data and other data rights

Under data protection legislation individuals have the right to request access to information about them that

we hold. To make a request for your personal information contact: Mrs Zara Gallagher, Data Protection Officer 020 8465 6200 or email: dataprotection@kingstoneducationaltrust.org (see the [data protection page](#) on our website for further details)

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
- a right to seek redress, either through the Information Commissioner's Office (ICO), or through the courts

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you have a concern or complaint about the way we are collecting or using pupil data, you should raise your concern 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:

- Online at: <https://ico.org.uk/concerns/>
- Telephone: 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs Zara Gallagher, Data Protection Officer 020 8465 6200 or email: dataprotection@kingstoneducationaltrust.org