

Privacy notice for parents and carers – how we use your personal data

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' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **parents/carers of pupils at our school**.

We, Fortismere, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Ms Sam Murray (see *Contact us* below).

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
- Images or CCTV captured in school
- Details of any safeguarding information, social services involvement, court orders or professional involvement
- Details of your family circumstances
- Information about your use of our IT and communication systems, equipment and facilities

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
- Physical and mental health, including any medical conditions that we need to be aware of

We may also hold data about you that we have received from other organisations, including other schools, social services, the local authority.

Why we use this data

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school and school events
- Process payments for school services, trips and activities
- Provide appropriate pastoral care
- Safeguard and protect pupil welfare
- Administer school admissions and appeals
- Assess the quality of our services
- Comply with our legal and statutory obligations
- Make sure our school information and communication systems, equipment and facilities are used appropriately, legally and safely.

Our legal basis for using this data

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 your consent to use it in a certain way
- We need to protect an individual's vital interests (protect their life)
- We have legitimate interests in processing the data

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.

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

We do not process any parent/carer personal data through automated decision-making or profiling.

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.

Most of the data we hold about you will come from you, but we may also hold data about you from the Local Authority, government department/agencies, your children, police, courts and tribunals, other schools.

How we store this data

We hold parent/carer data securely and in line with our General Data Protection policy. We have security measures in place to prevent personal data from being accidentally lost, used, accessed or disclosed in an unauthorised way.

We keep personal information about you while your child is 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.

Data sharing

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 data protection law), we may share personal information about you with:

- The local authority and the Department for Education – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments and agencies
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Auditors and inspectors such as Ofsted.
- Health authorities and the NHS
- Police, courts and tribunals

How to access personal information that 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.

If you make a subject access request, and if we do hold information about you, 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 subject access request, please contact our Data Protection Officer (see Contact Us)

Your other rights regarding your data

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 the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for 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

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

To exercise any of these rights, please contact our Data Protection Officer (see Contact Us).

Complaints

We take any complaints about our collection and use of personal information 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/> or Call 0303 123 1113.

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:**

Ms Sam Murray

Email: smurray@fortismere.org.uk

Tel: 020 8365 4404 Or write to: Fortismere School, Tetherdown, London N10 1NE

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