

WEST EXMOOR FEDERATION PRIVACY NOTICE PARENTS

1. Privacy notice (How we use parent information)

Under data protection law, individuals have a right to be informed about how the federation 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. During your child's time with us, we will gather and use information relating to you. This will include data we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left West Exmoor Federation.

This privacy notice sets out what personal data we hold about you, why we process this data, who we share this information with, and your rights in relation to your personal data processed by us.

We, **West Exmoor Federation c/o Kentisbury Primary School, Kentisbury, Barnstaple EX31 4NG** are the 'data controller' for the purposes of data protection law.

Our data protection officer is Gary Brock, from gbrocksolutions

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about parents/carers includes

- Personal data (such as name, address, contact details, and relationship marital status)
- Characteristics (such as gender, ethnicity, and disability)
- Other nominated carer/family contact details for emergency contact
- Details of any relevant medical conditions, including physical and mental health that impact on your child's wellbeing.
- Safeguarding information such as Court orders or social services/police contact
- Details of any support received, including care packages, plans and support providers
- CCTV images captured when you attend the Federation
- Episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- Episodes of being looked after (such as important dates, information on placements)
- Outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- Adoptions (such as dates of key court orders and decisions)
- Care leavers (such as their activity and what type of accommodation they have)

Where do we get your personal data from?

We will obtain an amount of personal data from you, by way of information gathering exercises such as when your child joins West Exmoor Federation, and via the annual data collection form you complete annually (an exercise which we have to undertake as a statutory requirement), and

when you attend our site and are captured by our CCTV systems. Safeguarding information from external agencies will be passed onto the Federation when appropriate. If your child is admitted from another school, your child's school record will be forwarded to us.

Our legal basis for using this data

We will process your personal data for the following reasons:

Where we are required by law, including:

- To provide reports and other information required by law in relation to the performance of your child
- To raise or address any concerns about safeguarding
- To the Government agencies including the Police
- To obtain relevant funding for the Federation
- To provide or obtain additional services including advice and/or support for your family.

Where the law otherwise allows us to process the personal data as part of our functions as an School or we are carrying out a task in the public interest, including:

- To confirm your identity
- To communicate matters relating to the Federation to you
- To safeguard you, our students and other individuals
- To enable payments to be made by you to the Federation
- To ensure the safety of individuals on Federation sites
- To aid in the prevention and detection of crime on Federation sites

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 or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We will hold your personal data only for as long as necessary, depending on the type of information. Our GDPR Document Retention Management Policy sets out how long we keep information. This policy can be found in the policies section of the Federation website.

Data sharing

We routinely share information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as: safeguarding concerns and exclusions, education and training, and youth support
 - The Department for Education and the Education and Skills Funding Agency, in compliance with legal obligations of the Federation to provide information about students and parents as part of statutory data collections
 - Suppliers and service providers – to enable them to provide the service we have contracted them such as: payment processing providers to enable payments made by you to the Federation, and Student Management Information Systems such as SIMS.
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Parents and students' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the Federation holds about them.

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.

Parents/carers also have the right to make a subject access request with respect to any personal data the Federation holds about them.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Parents/carers also have the right to access to their child's **educational record**, based on the Federation's contractual agreement with parents via the Home School Agreement signed annually.

To make a subject access request, please contact the Head Teacher of the school your child attends

Other rights

Under 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
- Claim compensation for damages caused by a breach of the data protection regulations through the ICO or through the courts

To exercise any of these rights, please contact the Head Teacher of the school your child attends

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 gary@gbrocksolutions.org

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

- Report a concern online at <https://ico.org.uk/concerns/>

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**: Gary Brock at gary@gbrocksolutions.org
