

PRIVACY NOTICE (PARENTS/CARERS - USE OF YOUR PERSONAL DATA)

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):

- eligibility for certain benefits
- Family circumstances
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers

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

We use this data:

- 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 and clubs
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Comply with our legal and statutory obligations

Use of your personal data for marketing purposes

Where you have given us consent to do so, Hungerhill School may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting our data protection officer.

Document name:	Privacy Notice (Pupil Information)		
Classification:	Internal	Version:	1.0
Status:		Number of Pages:	3
Owner:	DPO / Data & Compliance Officer	Approved By:	Board of Governors
Issue Date:	6 th December 2018	Review Date:	4 May 2019

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 consent to use it in a certain way
- We need to protect an individual's vital interests (protect their life)

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time.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 your personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

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.

Storing your data

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. Our retention schedule (currently under review) sets out how long we keep information about parents and carers.

A copy of the retention schedule can be obtained from Jason Bromilow - bromilow.j@hungerhillschool.com

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:

- Our 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
- Suppliers and service providers – to enable them to provide the service we have contracted them for

Document name: Privacy Notice (Pupil Information)			
Classification:	Internal	Version:	1.0
Status:		Number of Pages:	3
Owner:	DPO / Data & Compliance Officer	Approved By:	Board of Governors
Issue Date:	6 th December 2018	Review Date:	4 May 2019

- Financial organisations
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals

Data collection requirements:

- To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Requesting access to your personal data

- Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information contact:
 - Jason Bromilow - bromilow.j@hungerhillschool.com
- 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
 - claim compensation for damages caused by a breach of the Data Protection regulations

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. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

- If you would like to discuss anything in this privacy notice, please contact:
 - Jason Bromilow - bromilow.j@hungerhillschool.com

Document name:		Privacy Notice (Pupil Information)	
Classification:	Internal	Version:	1.0
Status:		Number of Pages:	3
Owner:	DPO / Data & Compliance Officer	Approved By:	Board of Governors
Issue Date:	6 th December 2018	Review Date:	4 May 2019