

HOLME SLACK COMMUNITY PRIMARY SCHOOL

Headteacher:
Mrs. M. Peck

Telephone:
01772 795257



Manor House Lane
Preston
PR1 6HP

Privacy Notice

(How we use parent/carers information)

The categories of parent/carers information that we collect, hold and share include:

- Personal identifiers (such as name, address, telephone number, email address)
- Relationship to pupil and parental responsibility status
- Emergency contact details
- Information relating to health needs disclosed to support pupil wellbeing
- Communication history with the school
- Consents provided (e.g. photographs, trips, biometric)
- Legal or safeguarding information, where applicable (e.g. court orders)

Why we collect and use this information

- to support pupil learning and welfare
- to safeguard pupils
- to contact you in the event of an emergency
- to meet our legal duties under education and child protection law
- to administer consents, permissions and trip arrangements
- to manage communication between school and home

The lawful basis on which we use this information

We process personal data in accordance with the UK UK UK GDPR (UK UK GDPR) and the Data Protection Act 2018. The lawful basis for processing includes:

- Article 6:
- (c) Processing is necessary for compliance with a legal obligation
- (e) Processing is necessary for the performance of a task carried out in the public interest

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- Article 9:
- (g) Processing is necessary for reasons of substantial public interest (e.g. safeguarding)
- In some cases, where we ask for your consent (e.g. photos or trip participation), we will do so under:
- (a) Consent of the data subject

You have the right to withdraw this consent at any time.

Collecting parent/carers information

- Much of the information you provide is mandatory under statutory guidance. Where providing information is optional, we will make this clear at the point of collection.

Storing this information

- We hold parent/carers information securely and in line with the Local Authority's retention schedule. Our full data retention schedule is available on request.

Who we share this information with

- our local authority
- the Department for Education (DfE)
- NHS professionals such as school nurses
- emergency services if required for safeguarding or health and safety
- trusted third-party providers for school services (e.g. text/email communications, trip organisers), where appropriate data processing agreements are in place

Why we share parent/carers information

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- We do not share information about parents/carers unless the law and our policies allow us to do so. Data is shared to comply with statutory duties, support safeguarding and administer school services.

Data collection requirements

- To find out more about data collection requirements placed on schools by the Department for Education, please visit:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Requesting access to your personal data

- Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal data, contact:

- Mrs E. Swinglehurst (School Business Manager) at sbm@holmeslack.lancs.sch.uk

- You also have the right to:

- - object to processing that is causing, or is likely to cause, damage or distress

- - prevent processing for direct marketing

- - object to decisions being made by automated means (not used by our school)

- - have inaccurate personal data rectified, blocked, erased or destroyed in certain circumstances

- - seek compensation for damages caused by a breach of data protection regulations

Concerns or complaints

- 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:

<https://ico.org.uk/concerns/>

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Contact

If you would like to discuss anything in this privacy notice, please contact:

The school's Data Protection Officer (DPO) is Mrs E Swinglehurst, who can be contacted via sbm@holmeslack.lancs.sch.uk for any data protection queries or concerns.

Mrs Swinglehurst, School Business Manager, sbm@holmeslack.lancs.sch.uk