



Waterloo Primary School General Data Protection Regulations 2018 Parent/Carer Privacy Notice

Policy Statement

We are Waterloo Primary School. During your child's time with us we will gather information relating to you. Information we hold in relation to individuals is known as their "personal data". This will include data that we obtain directly and data about you that we obtain from other people and organisations. We might also continue to hold personal data for a period of time after your child has left school. Anything that we do with an individual's data is known as "processing".

This document sets out what personal data we will hold about you, why we process the data, who we share it with and your rights in relation to your personal data processed by us.

Information we process in relation to you:

- Personal information such as name, address, home and mobile numbers, personal email address, emergency contact details, relationship, marital status.
- Financial details such as eligibility for free school meals.
- CCTV footage and images obtained when you visit the school site
- Your relationship to your child including any Court Orders that may be in place.

Where we get your personal data from:

- We get some personal data from you by way of information gathering exercises such as when your child joins school or updating your personal details, and also when you attend school site and your images are captured on CCTV.
- We also get some information from other sources. This could include information from Local Authorities or other professionals or bodies including a Court, which may raise concerns in relation to your child.

Why we use your personal data:

1. We will process your personal data for the following reasons where required by law:
 - To raise or address any concerns about safeguarding
 - To government agencies including the police
 - To obtain relevant funding for school
 - To provide or obtain additional services including advice/support for your family.

- To provide reports and other information required by law in relation to the performance of your child.
2. Where the law allows us to process personal data as part of our functions or we carry out a task in the public interest, including:
- Confirmation of your identity
 - To safeguard you, our pupils and other individuals
 - To communicate matters relating to the school to you
 - To ensure the safety of individuals on the school site
 - To aid the prevention and detection of crime on the school site
 - To enable payments to be made by you to the school
3. Where we otherwise have your consent:
- Whilst most of the personal data we have on you will not require your consent, we will inform you if consent is required and seek that consent before we process anything.

Some information we collect and use is classed as special category information such as ethnicity, race and religion.

Failure to provide this Information:

If you fail to provide this information we may be prevented from complying with our legal obligations.

How long we hold your personal data:

We only hold your personal data for as long as is necessary and this depends on the type of data we hold.

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information or be given access to your child's educational record, please contact our Data Protection Officer, Mr Nicholas Holden DPO.waterloo@schools.sefton.gov.uk [NH1] or the School Office Manager, Mrs Helen Owens on 0151 928 4274.

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/>

If you would like to discuss anything in this privacy notice, please contact the school's Data Protection Lead, Mrs Helen Owens School Office Manager by telephone on 0151 928 4274 or by email at finance.waterloo@schools.sefton.gov.uk