



Privacy Notice for Parents/Carers

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' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about parents and carers.

We, Enfield Grammar School, are the 'data controller' for the purposes of data protection law.

The data protection officer details are in the 'Contact us' section on the last page of this notice.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about parents/carers includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Characteristics, such as languages spoken, ethnic background, gender, eligibility for free school meals, or special educational needs
- Details of any medical conditions, including physical and mental health
- Safeguarding and child protection information
- Photographs and videos
- CCTV images captured in school
- Criminal convictions and offences
- Adoption information
- Child looked after information

We may also hold data about parents and carers that we have received from other organisations, including other schools, local authorities, the police, youth offending organisations and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Comply with any legal obligation

Our legal basis for using this data

We only collect and use parents/carers' personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law in relation to Article 6 and Article 9 of the GDPR, the Education Act 1996 and regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013. Most commonly, we process it where:

- We need to comply with a legal obligation.
- We need it to perform an official task in the public interest.

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way.
- We need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use parent and carers 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 parent and carers 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 parents and carers 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 keep personal information about parents and carers while your child attends 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. The Information and Records Management Society's toolkit for schools sets out how long we keep information about parents and carers.

Data sharing

We do not share information about parents and carers 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 pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- Other local authorities - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- Pupil's family and representatives – for progress and attainment updates.
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Financial organisations – to comply with academy funding requirements, for the payment of pupil food and refreshments and other charges incurred.
- Health authorities – for the establishment and management of inoculation programmes, for the prevention of infectious and contagious illness.
- Parent Pay – for the payment of your child's food and refreshment, books, school trips.
- Health and social welfare organisations– evaluate and improve policies on children's social care, – for the provision of medical treatment and the management of healthcare services.
- Social services – for safeguarding and wellbeing purposes.
- Professional advisers/bodies and consultants - to obtain legal advice, for the establishment, exercise or defence of legal claims.

- Charities and voluntary organisations – evaluate and improve policies on children’s social care.
- Police forces, courts, tribunals – for the prevention and detection of crime, in response to a lawful request for information.
- Insurance companies – if there is an accident, for the establishment, exercise or defence of legal claims.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Rights regarding personal data

As a data subject, you have specific rights to the processing of your data, which are the rights to request in writing:

- Access to the personal data that Enfield Grammar School holds.
- That your personal data is amended.
- The erasure of your personal data.
- The restriction of your personal data.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent, without detriment, at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the school holds about them. Parents and carers have the right to make a subject access request with respect to any personal data the school holds about them. To request access, please contact the DPO at DPO@enfieldgrammar.org

You will not have to pay a fee to access your information where this data is provided electronically. If you require a paper copy, subject to the size of the file a payment in advance will be required.

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 or your child
- 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

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

To exercise any of these rights, please contact our data protection officer.

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.

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

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

Data Protection information can be viewed on the School website. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer at dpoegs@excathedra.solutions