

## Parent/Carer<sup>1</sup> Privacy Notice

During your child's time with us, we will gather and use information relating to you. Information that we hold about individuals is known as their "personal data". This will include data that 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 personal data for some time after your child has left Bishop Stopford School. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights concerning your personal data.

### Categories of Parent/Carer data we collect

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details, relationship and marital status);
- financial details (such as bank account or credit card details), and other details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend the Academy site
- your relationship to your child, including any Court orders that may be in place.
- information you communicate to us during our day-to-day interactions
- information your child, or another individual, or organisation shares with us

We will also use special categories of data such as gender, age, ethnic group, sex life or sexual orientation, religious or philosophical beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional security requirements.

### Where do we get your personal data from?

We will obtain an amount of your personal data from you, by way of information-gathering exercises at appropriate times such as when your child joins the Academy, and when you attend the Academy site and are captured by our CCTV system.

We may also obtain information about you from other sources including written or verbal communications. This may include information from other stakeholders, the local authorities and other professionals or professional bodies, including the police and the Courts.

We may also obtain your personal data from social media if anything you have made public is drawn to our attention and causes concern.

### Why do we collect and process your personal data?

We will process your personal data to safeguard and promote the welfare of your child, promote the objectives and interests of the Academy, facilitate our efficient operations and to ensure all our legal obligations are complied with. For example, we collect data:

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- to decide who to admit
  - to maintain a waiting list
  - to monitor, support and report on student learning and attainment
  - to provide appropriate pastoral care
  - to assess the quality of our services
  - to comply with the law regarding data sharing
  - for the protection and welfare of students and others, including our safeguarding/child protection obligations
  - for the safe and orderly running of the Academy
  - to promote the Academy
  - to send you communications that may be of interest to you which may include information about events or activities, news, campaigns, appeals, and other fundraising activities

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<sup>1</sup> 'Parent' is defined as any adult with legal responsibility for an individual student. (This may include carers, guardians, the Local Authority.)

- to respond to investigations from our regulators or to respond to complaints raised by our stakeholders
- in connection with any legal proceedings threatened or commenced against the Academy.

### **The Lawful Bases on which we Process Personal Data**

We only collect and use personal data when the law and our policies allow us to do so. We process general category data where the processing is necessary:

- for a contract we have with you, or because it is necessary to take steps before entering a contract with you
- to comply with a legal obligation
- to protect your vital interest or that of another person.
- to perform a task in the public interest or for our official functions, and this task or function is lawful
- for our legitimate interest where the Academy *is not* acting in its official capacity

We process special category data:

- to protect your vital interests or those of another person where you/they are physically or legally incapable of giving consent
- if relevant personal data are manifestly made public by the data subject
- for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- where it is necessary for reasons of substantial public interest, based on domestic law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject
- where it is necessary for reasons of substantial public interest in the area of public health, such as in a pandemic
- for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds that justify our use of this data.

### **Consent**

We will ask for consent to process personal data where there is no other lawful basis for processing it. For example, if we wish to use your photograph in promotional/marketing materials or to allow us to process particularly sensitive data such as your child's biometric data.

If we do request your consent, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent or not.

Where we rely solely on your consent as the lawful basis for processing, you have the right to withdraw consent at any time. Withdrawal of consent does not affect the legitimacy of processing before consent is withdrawn.

### **Criminal Proceedings/Convictions or Child Protection/Safeguarding Issues.**

This information is not routinely collected and is only likely to be processed by the Academy in specific circumstances relating to particular students, for example, if a child protection issue arises or if a parent/carer is involved in a criminal matter.

Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer (LADO) and/or the Police.

Such information will only be processed to the extent that it is lawful to do so, and appropriate measures will be taken to keep the data secure.

### **Failure to provide information.**

The majority of parent/carer information provided to us is mandatory, and some are provided voluntarily. To comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain information; if you have a choice in this and what the possible consequences of failing to provide this personal data would be.

### **Change of Purpose**

We will only use your personal information for the purposes for which it was collected unless we reasonably consider that we need to use it for another reason, and that reason is compatible with the original purpose.

If we need to use your personal information for an unrelated purpose we will notify you and we will explain the lawful basis which allows us to do so or seek your consent before processing commences.

## **Storage and retention of personal data**

We will hold your personal data only for as long as necessary to fulfil the purposes we collected it for, including to satisfy any legal, accounting, insurance or reporting requirements. For further detail, please refer to the Information and Records Management Society Retention Guidelines for Academies.

## **CCTV**

CCTV is in use at various locations in and around the Academy premises. The purpose of the system is to prevent crime and promote security and stakeholder safety. If in the event of viewing CCTV for a specified purpose, a disciplinary matter is observed, the CCTV can and may be used to support an investigation.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are visible and accompanied by prominent signs explaining that CCTV is in use. CCTV images will be retained for 28 days. After this period images will be permanently deleted unless they are required and retained for an ongoing investigation, for example, if an incident or crime has been recorded. In such cases, the images will be retained until the conclusion of any actions or criminal proceedings arising from the incident. Any enquiries about the CCTV system should be directed to [enquiries@bishopstopford.com](mailto:enquiries@bishopstopford.com).

## **Who will we share your personal data with?**

We do not share parent/carer information with anyone without consent unless the law and our policies allow us to do so. We routinely share information about you with:

- Local authorities, to assist them in the exercise of their responsibilities relating to education and training, youth support and safeguarding purposes.

From time to time, we may also share parent/carer information with other organisations including:

- The Department for Education and/or the Education and Skills Funding Agency, in compliance with our legal obligations to provide information about students and parents as part of statutory data collection;
- Governors and Trustees
- the Police and law enforcement agencies
- NHS health professionals including the school nurse, educational psychologists,
- Education Welfare Officers
- Courts, if ordered to do so
- Prevent teams under the Prevent Duty on Schools
- other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances
- our legal advisors
- our insurance providers/the Risk Protection Arrangement
- Examination organisations, to facilitate the sitting of examinations.

Some of the organisations referred to above are joint data controllers. This means we are all responsible to you for how we process your personal data.

The Department for Education may share information that we are required to provide to them with other organisations.

For further information about the Department's data-sharing process, please visit

<https://www.gov.uk/guidance/dataprotection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

We also share limited personal data with third-party service providers who require access to data to perform contracted services. These service providers include

- Contractors, such as school meal providers, travel companies, payment processing providers enable payments to be made by you to the Academy, Northamptonshire Music and Performing Arts Trust (NMPAT) and Peripatetic music.
- Educational software providers such as the School Information Management System (SIMS), Firefly, Maths, languages and English support software, and careers software.
- Any other service providers we will inform you of any from time to time

These third-party service providers act as data processors on the Academy's behalf and are required to take appropriate security measures to protect your personal information in line with our policies and data protection legislation. We authorise these service providers to use personal data only as necessary to perform services on our behalf, or to comply with legal obligations if necessary.

## **Transferring Data Outside The UK**

We do not routinely share data with organisations outside the UK. Where this may be necessary, we may transfer data with your explicit consent and with appropriate safeguards.

We will not transfer personal data outside the UK unless such transfer complies with the UK GDPR. This means that we cannot transfer any personal data outside the UK unless:

- The Secretary of State has decided that another country or international organisation ensures an adequate level of protection for personal data
- One of the derogations in the UK GDPR applies (including if an individual explicitly consents to the proposed transfer).

### **Data Security**

We have put in place appropriate organisational and technological security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In addition, we limit access to your personal information to those employees, consultants, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **Your data subject rights**

You have the right to:

- make a Subject Access Request (SAR) (see below)
- withdraw your consent to processing based solely on consent, at any time
- ask us to rectify, erase or restrict the processing of your personal data, or object to the processing of it (in certain circumstances)
- prevent the use of your personal data for direct marketing
- challenge processing which has been justified based on public interest
- request a copy of agreements under which your personal data is transferred outside of the United Kingdom
- object to decisions based solely on automated decision-making or profiling. (The Academy does not use automated decision-making and/or profiling in any of its processes and procedures)
- prevent processing that is likely to cause damage or distress
- be notified of a data breach in certain circumstances
- complaint to the ICO
- ask for your personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances).

For more information about your data subject rights please see [here](#).

### **Subject Access Requests**

Under data protection legislation, individuals have the right to request access to their personal data held by the Academy. Subject Access Requests may be made in writing or verbally.

If you would like to make a SAR concerning your personal data it would be helpful, though not mandatory if this could be made in writing to the Academy, including:

- your name and contact address
- your email address and telephone number
- details of the information required.

For more information please see the Academy's policy and procedure [here](#) and the ICO guidance [here](#)

### **Parental access to the child's education record**

The parental right to view the educational record under the [Education \(Pupil Information\) \(England\) Regulations 2005 \(SI 2005/1437\)](#) **does not** apply to Academies.

Parents/carers who wish to access their child's educational record may do so by submitting a Subject Access Request on behalf of their child. Where the student is aged 12 or over and they are considered competent to understand their rights, their written consent will be required before we release any information beyond the parents' statutory entitlement.

Please see the links below for further information.

<https://ico.org.uk/your-data-matters/schools/pupils-info/>

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/children-and-the-uk-gdpr/what-rights-do-children-have/>

### **Exercising Other Data Subject Rights**

If you wish to review, verify, correct or request the erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Academy in the first instance (details below).

## **The Right to Withdraw Consent**

Where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, and there is no other applicable lawful basis for processing the data, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Academy in writing

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another lawful basis for doing so. Please note, the withdrawal of consent does not affect the legitimacy of the processing before the withdrawal.

## **Your duty to Inform us of change**

The personal information we hold about you must be accurate and current. Please keep us informed if your personal information changes during your child's time with us.

## **Concerns and 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 concerns about our data processing, please raise this with us in the first instance.

If you have any concerns that we are not able to resolve to your satisfaction, you can contact our Data Protection Officer at the address below

Finally, you can register your concern with the UK's data protection regulator - the Information Commissioner's Office:

- Report a concern online [here](#)
- Call 0303 123 1113
- Or write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contacts:**

Data Controller: Bishop Stopford School  
Email: [enquiries@bishopstopford.com](mailto:enquiries@bishopstopford.com)  
Phone: 01536 503503  
Address: Headlands, Kettering, Northamptonshire, NN15 6BJ

**Data Controllers Representative:** Jill Silverthorne

**Position:** Headteacher

**Email:** [enquiries@bishopstopford.com](mailto:enquiries@bishopstopford.com)

**Internal Data Protection Lead:** Arthur Harwood

**Email:** [aharwood@bishopstopford.com](mailto:aharwood@bishopstopford.com)

**Phone:** 01536 503503

**External Data Protection Officer:** Dee Whitmore. The Schools People

**Email:** [DPOService@schoolspeople.co.uk](mailto:DPOService@schoolspeople.co.uk)

**Phone:** 01773 851078

**Address:** The Schools People, 44 Tyndall Court, Peterborough. PE2 6LR.

## **Changes to this Privacy Notice**

This Notice will be reviewed every year or as necessary in response to changes in Data Protection legislation. We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any substantial updates.

We may also notify you in other ways from time to time about the processing of your personal information.

Effective Date: February 2023

Last update: February 2023

Review Date: February 2024