



Privacy Notice for Parents

This Privacy Notice is about how we use information about you and what we do with it. We call this information about you ‘personal data’ or ‘personal information.’

This Privacy Notice applies alongside any other information our school may provide about a particular use of personal data, for example when collecting data via an online or paper form.

This Privacy Notice also applies in addition to any other relevant terms and conditions, policies & procedures, including:

- Parent Contract;
- Data Protection policy;
- Records Retention policy;
- Procedures regarding CCTV;
- Safeguarding, health & safety and complaints policies; and
- IT policies & guidelines, including Acceptable Use & E-Safety

When we collect data from you we may also give you additional information at that point about why we are collecting the data and how we will use it.

Who we are

For the purposes of Data Protection legislation, the School is the Data Controller. This means we are in charge of personal data about you.

Our postal address is 59 Godstone Road, Purley, Surrey, CR8 2AN. We are one of 4 schools run by PACT Educational Trust Ltd.

In this notice ‘we’ and ‘us’ means Oakwood School.

Our Data Protection Lead (DPL) is Mrs Liz Clarke. She can be contacted in the school office or by email on liz.clarke@oakwoodschoo.org.uk.

Types of Personal Data Processed

The personal data that we hold includes the following:

- Names, addresses, telephone numbers, e-mail addresses and other contact details (in case of emergencies);
- Records of past, present and prospective parents relating to admissions (eg. information as provided by you in your child's Application Form which includes your nationality, religion, occupation and marital status)
- Information as provided by you in any other forms completed for new parents;
- Safeguarding information, including Court orders;
- Images of parents engaging in school activities, and images captured by our CCTV system.

Why we need to process personal data

To operate as a school we need to process a wide range of personal data about individuals (including current, past and prospective parents).

Some of this activity we will need to carry out in order to fulfil our legal rights, duties or obligations, including those under any contracts.

We may also have a "legitimate interest" for using personal data. We expect that the following uses will fall within the category of our "legitimate interests":

- for the purposes of pupil selection (and to confirm the identity of prospective pupils and their parents);
- to provide education services to pupils and monitor their progress. This includes musical education and extra-curricular activities (although in most cases this is done directly between parents and providers);
- to provide finance, PACT international and marketing services;
- to maintain relationships in the school community;
- to make use of photographic images of pupils & parents in school publications, on our school website and (where appropriate) on our social media channels in accordance with our procedures on taking, storing and using images;
- for security and critical incident purposes, including CCTV;
- to record and respond to disciplinary matters and, where appropriate, engage with relevant authorities;
- to record and respond to complaints and, where appropriate, engage with relevant authorities; and
- to seek professional advice if required, for example from lawyers.
- to obtain insurance and deal with any insurance claims;
- where otherwise reasonably necessary for school purposes.

We may also need to process **special category personal data** (for example health, ethnicity or religion). The reasons why we may process this data include:

- to safeguard pupils' welfare and provide appropriate pastoral (and where necessary, medical) care;
- to respond to an emergency, incident or accident, which may also require us to share medical or safeguarding information with other relevant people, such as the police or social services;
- to enable us to respond to a complaint or disciplinary matter where, for example, it relates to a safeguarding matter.
- for other legal and regulatory purposes (for example diversity monitoring and health and safety) and to comply with our legal obligations and duties of care.

How we use your information

We collect and hold personal information relating to our parents in order to:

- support your child(ren's) learning
- monitor and report on your child(ren's) progress
- provide appropriate care for your child(ren);
- assess the quality of our services; and
- to comply with our legal requirements.

Generally, we receive personal data from parents directly. This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written communications). However, in some cases personal data will be supplied by third parties.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of a legal obligation to which we are subject, for example our legal duty to safeguard pupils;
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils or parents from harm; and/or
- The processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on us to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

Information will either be held at school, the PACT central office or both.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

Occasionally, we will need to share your personal information with third parties, such as:

- Professional advisers (e.g. lawyers and insurers);
- Government authorities (e.g. DfE, police or the local authority); and
- Appropriate regulatory bodies (e.g. the Independent Schools Inspectorate/OFSTED).

We disclose details about you to the PACT Finance Department to enable your school fees to be paid or child care vouchers to be used.

Your personal information may also be shared with the following people or current providers (the data in each case is relevant to the running of that particular service or has been agreed to be shared in the general consent form):

- school staff and governors
- peripatetic teachers and club providers
- PACT finance, marketing and international services
- wider school community (eg. class couples, other parents in your class and specific event organisers)
- IT specialists who manage our Management Information System (MIS) and computer network
- online learning journal providers for Early Years children (Tapestry)
- healthcare, social/welfare professionals where necessary (including the police and children's social care)
- Clarion Call (text messaging service)
- HP Technologies (phone system provider)
- Lunchmunch4kidz (lunch provider)
- destination school, upon leaving Oakwood

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are provided in our Records Retention Policy which is available on request from the school office.

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact our DPL (details on page 1).

More information about your rights is provided in our Data Protection Policy (available on our school website and on request from the school office).

Complaints

You can complain about how we are processing your personal information by raising an issue with our DPL or by following the procedures provided in our Complaints Policy (available on our school website and on request from the school office). If you are not happy with our answer then you can complain to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.