



Privacy Notice for Parents 2026-2027

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V3	28/7/26	MWiggins	Changed term GDPR to UK GDPR Third party service providers updated Rewritten the section 7

Under data protection legislation, 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 and why we collect, store and use personal data about Parents/Carers.

We, Stanley St Peter's CE Primary School, are the 'Data Controller' for the purposes of data protection law. The School is registered as a Data Controller with the Information Commissioners Office (ICO). Our registration number is Z7303162.

Our data protection officer is Tim Pinto tpinto@esafetyoffice.co.uk

Definition of Parent

The term 'parent' is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the pupil, with whom the pupil lives or whether the pupil has contact with that parent) and includes non-parents who have parental responsibility for the pupil, or with whom the pupil lives. It is therefore possible for a pupil to have several "parents" for the purposes of education law. This privacy notice also covers other members of pupils' families who we may process data about from time to time, including, for example, siblings, aunts and uncles and grandparents.

1. Categories of Parent/Carer Information we may collect:

- Personal information (such as name, address, telephone numbers and email address, other named family/friend contact details);
- Information relating to your identity: e.g. DBS checks for volunteers and parent club providers, free school meal / pupil premium eligibility / entitlement to certain benefits, information about court orders in place affecting parenting arrangements for pupils
- Bank Account details where payments have been made to school.

We may also collect 'special category' data including:

- your racial or ethnic origin;
- In certain circumstances, we may also process information relating to criminal proceedings / convictions or information in relation to child protection / safeguarding issues.
- 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 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.

2. Why we collect and use this information

We collect parental/carer information to safeguard and promote the welfare of your child, promote the objects and interests of the School, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with. For example, we collect data:

- to decide who to admit to the school;
- to maintain a waiting list;
- to support pupil learning;
- to monitor and report on pupil progress;
- 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 pupils and others in the school, including our safeguarding/child protection obligations;
- for the safe and orderly running of the school;
- to promote the school;
- to send you communications that may be of interest to you which may include information about school events or activities, news, campaigns, appeals, and other fundraising activities;
- 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 school.

3. The Lawful Bases on which we Process Personal Data

We process general personal data under:

- Article 6 (1)(a) of the UK GDPR. Where we have the consent of the data subject;
- Article 6(1)(c) of the UK GDPR. Where processing is necessary for us to comply with the law;
- Article 6(1)(d) of the UK GDPR. where processing is necessary to protect the vital interests of the data subject or another person;
- Article 6(1)(e) of the UK GDPR as processing is necessary for us to perform a task in the public interest or for our official functions, and this task or function is lawful;

We process special category data under:

- Article 9(2)(a) of the UK GDPR. The data subject has given explicit consent;
- Article 9(2)(c) of the UK GDPR. Processing is necessary to protect your vital interests or those of another person where you/they are physically or legally incapable of giving consent;
- Article 9(2)(e) of the UK GDPR. Processing relates to personal data which are manifestly made public by the data subject;
- Article 9(2)(f) of the UK GDPR. Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- Article 9(2)(g) of the UK GDPR. Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State 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;
- Article 9(2)(j) of the UK GDPR. Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

4. Collecting Parent/Carer Personal Data

We collect parent/carers personal data from:

- Application/admissions processes;
- Parent/carers communications;
- Parental Consent forms
- Parent/Carer update forms
- Parental Agreement Forms

In addition, the School also uses CCTV cameras in and around the school site for security purposes and for the protection of staff, pupils and other stakeholders.

The majority of the personal data we ask you to provide to the school is mandatory; some may be requested on a voluntary basis. When collecting data, the school will notify you whether you are required to provide this data or if your consent is needed for us to collect and process the information. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used. You may withdraw your consent to processing at any time (see section 9 below).

5. Storage and Retention of Personal Data

A significant amount of personal data is stored electronically. Some information may also be stored as hard copy. Data stored and accessed electronically is done so in accordance with the School's Data Security Policy. Hard copy data is stored and accessed in accordance with the School's Data Security Policy.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, insurance or reporting requirements in accordance with the Data Retention Policy and Schedule.

6. Who we Share this information with

We do not share information about parent/carers with anyone without consent, unless the law and our policies allow us to do so.

We routinely share parent / carer information with:

- schools that pupils attend after leaving us;
- the Local Authorities pupils move to where the child is in care or subject to a special guardianship order for example

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

- The Local Authority;
- A pupil's home Local Authority (if different);
- The Department for Education (DfE);
- School governors;
- Law enforcement agencies;
- NHS health professionals including the school nurse, educational psychologists;

- Education Welfare Officers;
- Social Services;
- Courts, if ordered to do so;
- The Teaching Regulation Authority;
- Prevent teams in accordance with 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;

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

- CPOMS – (safeguarding management system)
- Arbor – school management information system
- Dolce Catering Ltd – school meal provider
- Tapestry – online pupil tracker for assessment (Nursery)
- Primary Site – the School website provider;
- Professionals who support the school swimming programme;
- Professionals who provide after-school facilities
- Any other services/service providers that we will inform you of from time to time.

We share limited personal data with service providers who require access to your personal data in order to perform contracted services. These third-party service providers act as data processors on the School's behalf.

Service providers are contracted to apply the same level of protection for personal data as the School, and in accordance with the GDPR and the Data Protection Act 2018. We authorise service providers to use personal data only as necessary to perform services on our behalf, or to comply with legal obligations if necessary.

7. International Transfers of Personal Data

We do not routinely transfer data outside the UK.

Where personal data is transferred outside the United Kingdom, the school will ensure that appropriate safeguards are in place in accordance with the UK GDPR.

8. Your Data Subject Rights

Parents/Carers have the right to:

- Make a Subject Access Request (SAR) (see below)
- Withdraw your consent to processing that relies solely on consent, at any time
- Ask us to rectify, erase or restrict processing of your personal data, or object to the processing of it (in certain circumstances)
- Prevent use of your personal data for direct marketing
- Challenge processing which has been justified solely on the basis of public interest
- Request a copy of agreements under which your personal data is transferred outside of the European Economic Area

- Object to decisions based solely on automated decision making or profiling. The School 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
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

9. Subject Access Request (SAR)

Under data protection legislation, you have the right to request access to information about you that we hold. Subject Access Requests can be made to the School in written form or verbally.

If you would like to make a SAR in relation to your own personal data, it would be helpful if you make this in writing to the Headteacher, including:

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

We must respond within one month of receiving a valid Subject Access Request. A SAR is only considered “valid” if we are fully satisfied regarding the identity of the requester and their entitlement to the data requested. If in any doubt we will request confirmation of identity to ensure your personal data is not inadvertently released to a third-party who is not entitled to it.

If the SAR is complex or numerous the period in which we must respond can be extended by a further two months. You will be notified of any delays in actioning the SAR and provided with a timeframe in which you can expect to receive the requested data.

10. How to Contact Us

If you have any questions or concerns about how we process information or wish to exercise any data protection rights, please contact the School in the first instance.

If you have concerns that we are not able to resolve to your satisfaction you can contact our Data Protection Officer using the details below.

Alternatively, you can register your concern with the UK’s data protection regulator, the Information Commissioner’s Office by following this link <https://ico.org.uk/make-a-complaint/>

Contacts Details

Stanley St. Peter’s CE (VC) Primary & Nursery School, Lake Lock Road, Stanley, WAKEFIELD, WF3 4HS

Data Protection Officer: Tim Pinto

Email: tpinto@esafetyoffice.co.uk

Data Controller’s Representative: Claire Frier, School Business Manager

Email: cfrier@stanleystpeters.co.uk

11 Changes to this Privacy Notice

This Privacy Notice will be reviewed annually and updated as required to reflect changes in legislation, guidance or school practice.

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.