



## Privacy Notice – for Parents and Carers at Highnam C of E Primary Academy

Our school is a data Controller for the purpose of the Data Protection Act (2018). This means we collect information from you and may receive information about you. We use this data to:

- Keep your child safe and healthy
- Support their teaching and learning
- Monitor, report and share progress and achievements
- Assess how well we, as a school, are doing
- To comply with the law regarding sharing data

The information we collect and hold includes your:

- personal details (such as name, address, daytime contact method)
- personal characteristics (such as employment, marital status)
- information about when you come into school (such as meetings in school)
- we also keep information about a second emergency contact which you have given to us

We collect and use information under section 6(1)(e) *'Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'*.

We are also required by law to pass some information to the Local Authority, the Department for Education, safeguarding authorities and whichever school your child attends after leaving us. But we will not give information about you to anyone outside the school without your consent unless the law, or our procedures, allow us to.

Most of the information you provide to us is required, but some of it is provided on a voluntary basis. In order to comply with the DPA(2018), we will tell you if you are required to provide certain information to us or if you have a choice in this.

We will hold your information for as long as your child is in school with us. Once they leave we will remove your information from our systems.

If you want to see a copy of the information about you that we hold and/or share, please contact Stephen Dean, Headteacher.

If you require more information about how the Local Authority or Department for Education store and use your information, then please go to the following websites:

<http://www.gloucestershire.gov.uk/article/105060/Privacy-Notices>

OR

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the Local Authority or Department for Education as follows:

CYP Systems Support Team  
ICT Service  
Gloucestershire County Council  
Quayside House  
Quay Street  
Gloucester. GL1 2TZ

Website: [www.gloucestershire.gov.uk](http://www.gloucestershire.gov.uk)  
Email: [cypdsystems@gloucestershire.gov.uk](mailto:cypdsystems@gloucestershire.gov.uk)

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)  
Telephone: 0370 000 2288