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Originator: Kate Frith
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Parent / Carer Privacy Notice

1. Policy statement

We are Fullhurst Community College. We are a “data controller,” which means that we are responsible for deciding how we hold and use personal information about you / your child. We are committed to protecting the privacy and security of your personal information and that of your child. During your child’s time with us, we will gather and use information relating to you /your child. Information that we hold in relation to 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 your personal data (and that of your child) for a period of time after your child has left the college. 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 (and your child), why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

2. Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- used lawfully, fairly and in a transparent way;
- collected only for valid purposes that we have clearly explained to you and not use in any way that is incompatible with those purposes;
- relevant to the purposes we have told you about and limited only to those purposes;
- accurate and kept up to date;
- kept only as long as necessary for the purposes we have told you about; and
- kept securely.

3. What information do we process in relation to you /your child?

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 and relationship marital status);

- financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance;
- CCTV footage and images obtained when you attend the college site.
- photographs / videos taken at events which may be used for future publicity; and
- your relationship to your child and your family circumstances, including any court orders that may be in place.

We will also use special categories of data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements. We may collect, store and use the following more sensitive types of personal information:

- information about your race or ethnicity, religious beliefs, sexual orientation and political opinions;
- information about your health, including any medical condition, health and sickness records, if this becomes relevant to the care and/or welfare of your child; and
- information about criminal convictions and offences to the extent that these are relevant to the care and/or welfare of your child.

4. 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 college, and when you attend the college site and are captured by our CCTV system, or communicate with us by letter or email, (and in person or by telephone where a note is made of the discussion).

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including the police or a court, which might raise concerns in relation to your child.

5. How we will use information about you

We will only use your personal information when the law allows us to. We may use your personal information in the following circumstances:

- where we need to perform a contract we have entered into with you;
- where we need to comply with a legal obligation;
- where it is necessary for legitimate interests pursued by us or a third party and your interests and fundamental rights do not override those interests;
- where we need to protect your interests (or someone else's interests); and
- where it is needed in the public interest or for official purposes.

6. Why do we use your personal data?

We will process your personal data for the following reasons:

6.1. Where we are required by law, including:

- to provide reports and other information required by law in relation to the performance of your child;
- to raise or address any concerns about safeguarding; and
- to government agencies including the police and social services.

6.2. Where we are carrying out a task that is necessary for our legitimate interests, including:

- to confirm your identity (for the purposes of security and for administrative reasons);
- to communicate matters relating to the your child and/or college to you (for the purposes of supporting your child's learning) ;
- to enable payments to be made by you to the college (for the purposes of reimbursing you for monies paid);
- to obtain relevant funding for the school (for the purposes of the School's financial management); and
- to provide or obtain additional services including advice and/or support for your family (for the purposes of supporting your child's learning).

6.3. Where the law otherwise allows us to process the personal data as part of our functions as a college, or we are carrying out a task in the public interest, including:

- to safeguard you, our pupils and other individuals;
- to ensure the safety of individuals on the college site; and
- to aid in the prevention and detection of crime on the college site.

6.4. Where we otherwise have your consent:

- Photographs / videos taken at events may be used for future publicity purposes.

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place. Some of the above grounds for processing will overlap, and there may be several grounds which justify our use of your personal information. We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason, and that reason is compatible with the original purpose.

7. Why do we use special category personal data?

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special category personal data in relation to you for the following reasons:

- where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy;
- where the processing is necessary in order to ensure your health and safety on the school site, including making reasonable adjustments for any disabilities you may have; and
- where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

We may use your sensitive personal information in the following ways:

- We may use information about your physical and mental health or disability status for the purposes of providing appropriate support to your child within School, and liaising with the appropriate authorities.
- We may use information about your race, religion, beliefs, national or ethnic origin, sexual life or sexual orientation for equal opportunities monitoring purposes.

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our privacy standard.

8. Failure to provide this information

If you fail to provide information to us we may be prevented from complying with our legal obligations.

9. How long will we hold your personal data for?

We will hold your personal data only for as long as necessary to fulfil the purposes that we collected it for. How long we need to hold on to any information will depend on the type of information. For further detail please see our Retention and Destruction Policy.

10. Who will we share your personal data with?

We may share your personal information with third parties where it is required by law, where it is necessary for the purposes of your child's safety, wellbeing, education or care, or where we have another legitimate interest.

We routinely share information about you with:

- local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes;
- the Department for Education, Ofsted and/or the Education and Skills Funding Agency, in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections; and
- contractors, such as payment processing providers to enable payments to be made by you to the school.

All third parties with whom we may share your information are required to take appropriate security measures to protect your personal information in line with our policies.

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/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>. Local authorities may share information that we are required to provide to them with other organisations. For further information about Leicester City Council's data sharing process, please visit: <https://www.leicester.gov.uk/your-council/how-we-work/our/privacy>.

11.Data security

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

12.Your rights in relation to your personal data held by us

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact:

Kate Frith, Data Protection Officer, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH or kfrith@fullhurst.leicester.sch.uk.

Please also refer to our Data Protection Policy for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- object to the processing of your personal data;
- have inaccurate or incomplete personal data about you rectified;

- request the restriction of processing of your personal data;
- object to the making of decisions about you taken by automated means;
- request the transfer of your data to another organisation; and
- claim compensation for damage caused by a breach of your data protection rights.

If you want to exercise any of these rights then you should contact the Data Protection Officer. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then you will be notified of the reasons why in writing.

You will not have to pay a fee to access your personal information (or to access any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

13. Concerns

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.

14. Changes to this privacy notice

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.

15. Contact

If you would like to discuss anything in this privacy notice, please contact:

Kate Frith, Data Protection Officer, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH or kfrith@fullhurst.leicester.sch.uk.

We believe this school policy:

- ☐ is an essential part of the school;
- ☐ supports staff in managing certain situations;
- ☐ provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- ☐ provides a roadmap for day-to-day operations;
- ☐ ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- ☐ is designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- ☐ stems from the school's vision and objectives which are formed in strategic management meetings