

25 May 2018

PRIVACY NOTICE (HOW WE USE INFORMATION THAT WE HOLD ON PARENTS/CARERS)

When your child joins our school, we ask you to provide us with some personal information, which is held on our central computer system, to enable us to contact you and also to address any specific needs in a manner that you would reasonably expect us to. There may also be times when we are required to share some of this information to protect the safety of your child and to fulfil legal obligations that we have as a school.

The categories of information that we collect, process, hold and share include:

- **Personal information:** such as name, address, contact details both for home and workplace, including e-mail.
- **Special Characteristics of data,** including characteristics information on medical history or specific needs that you may have.
- **Free School Meals:** information to support your application for Free School Meals.
- **DBS:** information to support your application for DBS clearance.
- **Transportation of Children:** Information to support your application to transport children other than your own.

Why we collect and use this information:

We use this data:

- To enable us to contact you both as part of our normal procedures and in the event of any emergency concerning your child
- To enable e-mail contact with you both for the distribution of information from the school, and any communication specific to your child
- To fulfil our obligations under safeguarding legislation.

[The lawful basis on which we use this information:](#)

We process your 'personal data' under the lawful basis of 'legitimate interests', 'vital interests' and 'consent'. With the exception of information required in order for us to fulfil our safeguarding duties, there is no legal obligation that requires you to provide this information. However, if you decide not to, you need to understand that it would not be possible for us to contact you, either in an emergency or in the course of our normal communication with parents. Furthermore, where parents live at different addresses, unless we have all the information regarding those addresses, we would not be able to communicate with all parents.

[Collecting this information:](#)

As it is not mandatory for you to provide us with this information and in order for us to comply with data protection legislation, we will inform you as to why we are requesting that information and your specific rights with respect to that information.

[Storing this information](#)

We store this information both in the original paper copy on which it was requested, as well as on our parent/pupil data base, which is password protected. Access to that data base is limited strictly to those staff who need to obtain the information and we take responsibilities regarding security very seriously. We share this information on a 'need to know' basis to facilitate contact with you as parents/carers of a pupil at our school, to support your child's learning and in the event of any medical emergency. We act strictly within the guidelines of our school policy, a copy of which can be found on our website or requested from the school office.

The school has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use.

[Requesting Access to Your Personal Data:](#)

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the School Business Manager/Data Protection Officer

You also have the right to:

Cont

- Object to the processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection Regulations.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact the School Business Manager/Data Protection Officer.

**The Mead Community Primary School
(Hilperton site)**
Hackett Place
Hilperton
Trowbridge
BA14 7GN
Telephone 01225 759273
Email office@themed.wilts.sch.uk

**The Mead Community Primary School
(Wingfield site)**
Church Lane
Wingfield
Trowbridge
BA14 9LW
Telephone 01225 759273
Email office@themed.wilts.sch.uk

Castle Mead School
Mascroft Road
Hilperton
Trowbridge
BA14 6GD
Telephone 01225 768641
Email admin@castlemead.wilts.sch.uk

River Mead School
Lowbourne
Melksham
SN12 7ED
Telephone 01225 703428
Email office@rivermead.wilts.sch.uk