



## **YATTENDON SCHOOL PRIVACY NOTICE**

**Privacy notice for parents and carers – use of your personal data**

**Updated 07/03/2025 LW**

### **Privacy notice for parents/carers**

Under data protection law, 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 we collect, store and use personal data about parents and carers of pupils.

We, Yattendon School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Leanne Wollington (see 'Contact us' below).

#### **The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about parents and carers includes, but is not restricted to:

- Contact details, contact preferences, (such as your name, address, email address and telephone numbers)
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you may have made

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data.

#### **Why we use this data**

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with our legal and statutory obligations

- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

### **Our legal basis for using this data**

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Where we have obtained consent to use personal data, this consent can be written at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

### **How we store this data**

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our record retention schedule is held as an appendix to our Data Protection Policy, a copy of which can be requested through the school (see 'Contact us' below).

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

We will dispose of your personal data securely when we no longer need it.

### **Data sharing**

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law) we may share personal information with:

- Our local authority – Surrey County Council to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department of Education – to meet legal obligation
- Our regulator e.g. Ofsted – to enable effective evaluation of school performance.
- Financial organisations – to allow payments to be taken and received (e.g. Tucasi)
- Our auditors
- Health and social welfare authorities – to meet our legal obligations to share certain information with it, such as health and wellbeing/safeguarding concerns
- Police forces, courts, tribunals

### **How to access personal information that we hold about you**

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

### **Your other rights regarding your data**

- Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:
  - Object to our use of your personal data
  - Prevent your data being used to send direct marketing
  - Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
  - In certain circumstances, have inaccurate personal data corrected
  - In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
  - Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
  - In certain circumstances, be notified of a data breach
  - Make a complaint to the Information Commissioner's Office
  - Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/make-a-complaint/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Leanne Wollington – [bursar@yattendon.surrey.sch.uk](mailto:bursar@yattendon.surrey.sch.uk) - (01293 734100)