



## Privacy Notice (How we use parent information)

We collect and hold personal information relating to our staff and students and those involved in their care, we may also receive information from previous schools, the local authority(s) and/or the Department for Education (DfE).

This privacy notice applies to all schools who are part of the Riverview Family of Schools (RFS).

### The categories of parent information that we process include:

- personal identifiers and contacts (such as name, address, phone numbers and email addresses)
- characteristics (such as language)
- safeguarding information (such as court orders and professional involvement)
- CCTV imagery captured in school
- details about and from external support agencies involved with parents and/or their children (including reports from CAHMS, police, NHS etc)

### Why we collect and use parent information

We collect and use parent information, for the following purposes:

- a) to support pupil learning through parental involvement
- b) to report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to keep children safe (emergency contact details, safeguarding)
- e) to process any complaints
- f) to protecting vulnerable individuals

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

- **Public task:** the processing is necessary to perform a task in the public interest and the task or function has a clear basis in law.
- **Vital interests:** the processing is necessary to protect someone's life.

These are the lawful bases for each of the purposes we collect and process pupil information for:

- **Public task:** for the purposes of supporting pupil learning through parental involvement, reporting on pupil attainment progress, to process any complaints and to provide appropriate pastoral care.
- **Vital interests and public task:** for the purpose of keeping children safe and protecting vulnerable individuals.

## Collecting parent information

We collect parent information from the Local Authority's Admissions team, via admission forms completed by parents at the start of the school year, and via Common Transfer File (CTF) from the previous school.

Parent data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing parent data

Personal data will be retained by the school in accordance with the Data Retention guidelines in the Information Management Toolkit for Schools (IRMS).

Where there have been safeguarding concerns or special educational needs in regards to the student, the retention of parent data as part of the pupil's records will be reviewed at this point and decisions about ongoing retention will be made on an individual basis.

The school stores data in locations that comply with GDPR and the Data Protection Act.

## Who we share parent information with

We routinely share parent information with:

- schools that the pupils attend after leaving us
- our local authority
- suppliers that help us with the smooth running of the school, such as ICT, SIMS and schools catering partners
- software providers which help with communications between school and home, including but not limited to: Google, Wonde, Sparx, GCSEPod, ParentPay and Edulink.

## Why we share parent information

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

## Requesting access to your personal data

Under data protection legislation, parents have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer at the individual school.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)

- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated and approved by the Governing Body in December 2022.

## Contact

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

Data Protection Officer  
 Baysgarth School  
 Barrow Road  
 Barton-upon-Humber  
 DN18 6AE

Data Protection Officer  
 Castledyke Primary School  
 Castledyke West  
 Barton-upon-Humber  
 North Lincolnshire  
 DN18 5AW

