



## Privacy Notice

### Cranbrook Primary School

#### How we use parent/carer

**The categories of parent/carer information that we collect, hold and share include:**

- Personal information (such as name and address)
- Personal information about a parent/carer's relatives (such as name, contact details, relationship to child)
- Safeguarding referrals and paperwork

#### Why we collect and use this information

We use the parent/carer data:

- to provide appropriate medical care
- for communication
- to comply with the law regarding data sharing
- to comply with safeguarding regulations

#### The lawful basis on which we use this information

We collect and use parent/carer information under

- The Education Act (various years)
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 6, and Article 9 (GDPR) (includes special category data)
- Article 23 GDPR (Restrictions prevention, investigation and detection of crime)

Article 6 GDPR: legal Obligation, Public Task and Vital Interests

## Article 9 GDPR Special Category Data: Vital Interests, Safeguarding and Archiving in the Public Interest

The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### Collecting parent/carer information

Whilst the majority of parent/carer information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain parent/carer information to us or if you have a choice in this.

### Storing parent/carer data

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see data retention policy

We follow the guidelines from the DfE relating to Data Storage and the Information Management Records Society (IMRS):

Short After event – e.g. After a school trip the data can be deleted after 1 month  
PLUS 1 YEAR e.g. school handover  
Plus 5 YEARS  
Long term records e.g. Educational Health Care Plan / Safeguarding records

For further information please contact the school office  
[admin.cranbrookprimary@redbridge.gov.uk](mailto:admin.cranbrookprimary@redbridge.gov.uk)

### Who we share parent/carer information with

We routinely share parent/carer information with:

- schools that the pupils attend after leaving us
- Local authority (Redbridge Council)
- NHS (Including CAMHS, Social Care, Therapy Providers)
- Social Care
- Police
- SIMS
- Parent Mail
- Student assessment companies
- Within school staff

- Impero
- Microsoft Office 365
- Any relevant future apps and platforms that are legally compliant
- NHS (Including CAMHS, Social Care, Therapy Providers)
- cashless systems
- Communication systems
- Assessment of attainment data systems
- Evolve
- Child Protection Online Management System
- LGFL
- Other companies/people/organisations in reasonable circumstances

## Why we share parent/carer information

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

### **Police National security, Defence, Public Security,**

We share information on request with the Police and Security Services for the prevention investigation and detection of crime (Article 23 GDPR)

## Requesting access to your personal data

Under data protection legislation, parents/carers have the right to request access to information about them that we hold. To make a request for your personal information, contact [admin.cranbrookprimary@redbridge.gov.uk](mailto:admin.cranbrookprimary@redbridge.gov.uk)

You also have the right to:

- object to 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 request 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:

David Powell  
dpo@sapphireskies.co.uk