



Hardenhuish School

Privacy Notice for Parents and Carers

Who we are

Hardenhuish School is part of the Academy Trust called Hardenhuish School Ltd. For the purposes of Data Protection legislation, the Academy Trust is the Data Controller and is registered with the Information Commissioner's Office.

If you want to contact us about your personal information, please contact the Headteacher by emailing admin@hardenhuish.wilts.sch.uk or you can leave a letter at reception or send one by post.

The information we hold about you includes your contact details, i.e. address, telephone numbers and email addresses.

Why we collect and use this information

Hardenhuish School collects and holds personal information relating to parents/carers of our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- keep you informed on matters relating to your child, such as progress reports, behaviour, attendance etc.
- enable us to provide appropriate care for your child

We also hold names and contact details of people to contact in the event that we cannot contact you. Although we hold their information, it is only used for the purpose of contacting them.

Whilst there is a legal requirement for the collection of the majority of parent/carer information, some of it may be provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you if there is no legal requirement and if we are requesting the information voluntarily.

The lawful basis on which we use this information

The use of your information for these purposes is lawful for one or more of the following reasons:

- The Academy Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils and students.
- There is a substantial public interest in disclosing your information because it is necessary to keep our pupils safe from harm.

We may not therefore need your consent to disclose your information. However, if at any time it appears to us that we would need consent, then we will contact you before a disclosure is made.

Who we share parent/carer information with

Hardenhuish School may provide parent/carer information to organisations and agencies such as:

- Your child's new school if they move schools
- Disclosures connected with SEN support – e.g. non-LA professionals such as – Educational Psychologists, GP, Speech and Language Specialists
- School nurse
- School Counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- MASH (Multi Agency Safeguarding Hub (if necessary))
- Social Services
- The Police service

Your personal information is passed to these people or services in the vital interests of your child.

Hardenhuish School does not share information about parents/carers without consent unless the law and our policies allow us to do so.

For the purposes of your child's education, the school employs some third party organisations to assist with and promote their learning. Some of your basic personal details are shared with these organisations. These organisations include but are not limited to:

- Wisepay for processing payments for trips, meals, revision books, etc.
- Capita which is an organisation which provides the school's information management systems
- School Comms (Isuz Ltd) which enables us to communicate with you
- Parents' Evening Appointment System (School Cloud Systems Ltd)

How long we keep your information

We only keep your information for as long as we need to or for as long as the law requires us to. We would usually keep your information until your child's 25th birthday unless they move to another school in which case the information is sent to the new school. The School has a Records Retention Policy which is published on the school website, www.hardenhuish.wilts.sch.uk or a copy is available from Reception.

Your rights

Under data protection legislation, parents have the right to request access to information which we hold about them. Please address any request for a copy of your personal information to the Headteacher as Data Controller.

You also have the following rights:

- You can ask us to correct any incorrect information about you or your child(ren);
- You can ask us to erase information about you or your child(ren) although this is not always possible for legal reasons;
- You can ask us to limit what we are doing with your/your child(ren)'s information
- You can object to what we are doing with your information;
- You can ask us to transfer your information to another organisation in a readily accessible format.

If you have parental responsibility, you also have the legal right to access to your child's educational record, e.g. reports. Where appropriate, we will listen to the views of the pupil. We will also take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have.

There is more information in our Data Protection Policy which is published on the school website,

www.hardenhuish.wilts.sch.uk or a copy is available from Reception.

If you have a concern about the way we are collecting or using your personal data or your child's personal data, we request that you raise your concern with us in the first instance by writing to the Headteacher. Alternatively, you can contact our Data Protection Officer, i-west, at i-west@bathnes.gov.uk. If you are not satisfied with the response you receive, you may contact the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Contact

If you have any questions or queries at all in relation to this Privacy Notice or Data Protection at Hardenhuish School, please contact the Business Manager in the first instance by email to admin@hardenhuish.wilts.sch.uk or leave a letter at Reception.