



South Lee Prep School & Nursery, Bury St Edmunds

## Privacy Notice for Parents & Carers – how we use your personal data

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’ to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about you.

South Lee School is the data controller of the personal information you provide to us about you as parents and on behalf of your child. This means the school determines the purposes for which, and the manner in which, any personal data relating to families is to be processed. The term ‘parent’ refers to all legal guardians or carers.

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

- Personal information (such as name, contact numbers, email address, bank details and postal address)
- Characteristics (such as ethnicity, language, nationality, disability)
- Photographic and video images
- Family circumstances
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers

### Data Protection Principles

We will comply with data protection laws. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- Relevant to the purposes we have told you about and limited only to those purposes;
- Accurate and kept up to date;
- Kept only as long as necessary for the purposes we have told you about;
- Kept securely

### Why we collect and use this information

We use your data:

- to support pupil learning and assessment
- to provide appropriate pastoral care for the family
- to assess the quality of our services
- to contact you (by phone, text or email) and share information such as newsletters and reports with you
- to comply with the law regarding data sharing



## The lawful basis on which we use this information

South Lee School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding you from a previous school, LA and/or the DfE

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

## Collecting information

The majority of information you provide to us is mandatory, but 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 pupil information to us or if you have a choice in this. Where you are asked to provide the details of another individual (e.g. as an additional emergency contact) we presume you have gained their permission for this.

## Storing data

Some data will be stored in paper format and will be held securely in locked filing cabinets or locked rooms, accessed only by those needing the information. A lot of our information is held online and stored in 'The Cloud', we ensure that services we use have their own strict security and data protection laws and their privacy notices are available on their websites or through the school. Staff can access this information on school and personal IT equipment and are instructed to have appropriate security measures on all devices. The services we subscribe to have their own GDPR statements that we can share with you on request. The current services we use are shown on the consent form. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

We are able to store information after your child has left our school as follows:

Type of information	Retention period
Parent correspondence	Six years after pupil has left school
Parent correspondence details	Five years after completion of paperwork
Pupil acceptance details	Six years after pupil has left the School
Pupil records	Transferred securely to the next School/ any records can be retained for six years after pupil has left the School



## Who we share your information with

We routinely share contact information such as a home address or other parental details with:

- schools that the pupils attend after leaving us
- the Department for Education (DfE)
- any external support agencies that we refer to (e.g. Educational Psychologists, Speech & Language Therapy); we always seek your written permission before sharing you and your child's details to such agencies.

## Why we share information

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

We may at times need to share your contact details, for example with an admissions authority (for pupils moving into the state sector), or for safeguarding reasons.

## Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Requesting access to your personal data

Under data protection legislation, parents and pupils 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 school office in the first instance.

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, via the school address:

Head: Mrs Sarah Catchpole  
Data Protection Officer: Mr Richard Bradbury  
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