



# Hagley Primary School

## Privacy Policy

**Date reviewed:** 16<sup>th</sup> September 2020

**Date of next review:** 15<sup>th</sup> September 2021

**Responsible member of staff:** Sarah Edwards

**Signature:** .....

*(Chair of governors)*

**Signature:** .....

*(Head Teacher)*

"We", "our" or "us" means Hagley Primary School.

Our Data Protection Officer is Sarah Edwards. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at

Hagley Primary School  
Park Road  
Hagley  
Stourbridge  
DY9 0NS

Tel: 01562 883280

Email: [office@hagleyprimary.worcs.sch.uk](mailto:office@hagleyprimary.worcs.sch.uk) (clearly stating in the subject line that it is for the attention of the DPO).

This privacy policy has been prepared in accordance with the Data Protection Act 2018 which implements the General Data Protection Regulation.

This privacy policy sets out how we use your personal information as the parent/carer of a pupil at our school, the legal reasons we have for using your personal information and what your rights over your personal information are.

### **Information we collect from you**

We will collect and use the following personal information about you including name, address, email address, phone number, occupation and spouse.

### **Uses made of your personal information**

We will use your personal information set out above as follows:

- To communicate with you;
- For billing and administration purpose;
- To perform the parent contract we have with you;
- To assess eligibility for financial assistance for your child;
- To facilitate the collection of fees and for processing payments;
- To provide mandatory information to the Department of Education and Worcestershire County Council in relation to education purposes;
- To check your details; and
- To send you marketing communications, including invitations to events or activities for your child and fundraising

We treat your personal information with confidentiality and we do not use it for any other purposes.

### **Legal basis on which we collect and use your personal information**

We are collecting and using the personal information that you give us on the basis that it is necessary for performing the contract we have with you to teach your child, on the basis that it is necessary for compliance with our legal obligations and on the basis that it is necessary to protect the vital interests of our pupils.

Where we use your personal information for marketing purposes, we do this on the basis of your consent. You can withdraw your consent at any time by contacting our Data Protection Officer at

Hagley Primary School  
Park Road  
Hagley  
Stourbridge  
DY9 0NS

Tel: 01562 883280

Email: [office@hagleyprimary.worcs.sch.uk](mailto:office@hagleyprimary.worcs.sch.uk) (clearly stating in the subject line that it is for the attention of the DPO).

We are collecting and using your sensitive personal data on the basis that it is necessary for the purposes of carrying out our obligations in the field of social protection law.

### **How long we keep your personal information**

We will not keep your personal information for longer than we need it for the purposes we have explained above.

We will keep your personal information for as long as your child is a pupil at our school, and for as long as there are any outstanding school payments.

If you do not wish to receive marketing communications from us anymore, we will remove you from our marketing list. You must submit your request in writing to the DPO. Where we have your personal information for marketing purposes, we will contact you every two years to make sure you are still happy to hear from us.

### **Sharing your personal information**

We may share the personal information that you give us with the Department of Education or Worcestershire County Council for the purposes of making sure we are complying with our legal obligations and carrying out our contract with you effectively.

We may share your personal information with third parties who provide services to the school including WACC, IBS, AiP and Parent Pay.

### **Transfer of your personal information outside the UK/EEA**

We do not store or transfer your personal data outside the UK/European Economic Area.

### **Your rights over your personal information**

You have a number of rights over your personal information, which are:

- The right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- The right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- The right to ask us to correct any errors in your personal information;
- The right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- The right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- The right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- The right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

### **Changes to our privacy policy**

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be posted on our website and, where appropriate, notified to you by email.