

Privacy Notice (How we use parent/guardian information)

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

- personal information (such as name, address, contact details)
- payment information (bank account details)
- correspondence, account records

Why we collect and use this information

We use parent/guardian data to:

- communicate with you regarding your child and the school
- enable payment of fees, insurance and any other financial liabilities (e.g. trips, exams etc)

The lawful basis on which we process this information

We process this information under a number of different bases of Section 1. of Article 6 of the General Data Protection Regulation:

(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract

(c) processing is necessary for compliance with a legal obligation to which the controller is subject

(e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

We hold parent data for 7 years after the child leaves the school to comply with accounting requirements, unless there is still an outstanding debit, in which case it will be retained as long as is necessary.

Who we share this information with

We routinely share this information with:

- Our bank
- Insurance providers
- Our legal advisors
- Software communication provider

Why we share parent/guardian information

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

Our bank

We share personal data with our bank to enable payments to be taken

Insurance providers

We share personal data with the provider of insurance for fees and trips

Our legal advisors

We share personal data with our legal advisors in the event of a contractual dispute or non-payment of fees

Software communication provider

We upload contact details and correspondence to a software communication provider to enable us to contact you electronically regarding your child and the school

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact: the Bursar's Department.

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 ask 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/>

Further information

If you would like to discuss anything in this privacy notice, please contact: dataprotection@birksdaleschool.org.uk