



KINTBURY ST. MARY'S
CE PRIMARY SCHOOL

Our Christian values of hope, friendship and respect support our caring ethos. With our rich and diverse curriculum these underpin our belief that everyone in our school community can develop a sense of self and understanding of their place in our world in order to achieve and flourish throughout life.

'Love thy neighbour as thyself' Luke 10:25-37

Privacy Notice for Parents

Approved by: The Governing Body

Date: 21st January 2026

Previous Review date: Spring 2025

Next Review date: Spring 2027

Kintbury St Marys CE Primary School

Privacy Notice (How we use parent information)

The categories of parent information that we process include:

- personal identifiers (such as name, contact details, residential address)
- personal contacts (such as telephone number and e-mail address)
- safeguarding information (such as court orders and professional involvement)
- CCTV, photos and video recording of you when you are on school grounds

You have the right to opt out of photography and video recording at school events. Please contact the school office to submit an opt-out request.

Why we collect and use parent information

The School's primary reason for using your personal information is to provide services to your child. Examples include:

- a) to report on pupil attainment progress
- b) to provide appropriate pastoral and wellbeing care
- c) to assess the quality of our services
- d) to keep children safe (food allergies, or emergency contact details)

The lawful basis on which we process this information

Legitimate interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. Specifically, the School has a legitimate interest in:

- Providing services to your child;
- Safeguarding and promoting the welfare of your child (and other children);
- Promoting the objectives and interests of the School;
- Facilitating the efficient operation of the School;
- Ensuring that all relevant legal obligations of the School are complied with.

The lawful basis on which we process this information. Examples of each lawful basis include:

- Sharing safeguarding concerns with another school when your child transfers. Most processing is carried out under UK GDPR Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
- Legal Obligation: Reporting to Children's Services when required by law.
- Vital Interests: Providing necessary medical information during a health emergency.

Legal obligation

Where the School needs to use your information in order to comply with a legal obligation: for example, to report a concern to Children's Services. We may also have to disclose your information to third parties such as the Courts, the Local Authority or the Police where legally obliged to do so.

Vital interests

To prevent someone from being seriously harmed or killed. This includes the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Less commonly, we may also process personal data in situations where:

- We have obtained consent to use it in a certain way – GDPR Article 6(1)a; 9(2)a
- We need to defend against legal claims – GDPR Article 9(2)f

Where consent is relied upon, it can be withdrawn at any time. Where processing is required for safeguarding or statutory purposes, consent is not the lawful basis.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of the data.

How we collect parent information

- We obtain information about you from admissions forms and from your child's previous school;
- We may also get information from professionals such as doctors and from Local Authorities;
- We may need information about any Court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and other pupils at the School;
- We may take official photographs or videos of you at School events to show prospective parents and pupils what we do here.

How we store parent data

We retain parent information for seven years after the child leaves the school unless a longer retention period is required for legal or safeguarding reasons. Exceptional circumstances may warrant further retention, but this will comply with data protection laws.

We keep your information for as long as we need to in order to educate and look after your child. We will keep some information after your child has left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances, we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

Who we share parent information with and why

All contractors and third parties handling personal information on our behalf are bound by strict data protection agreements to ensure compliance with GDPR. These include providers of school library systems, meal systems, and others specified within our policies.

- In accordance with our legal obligations, we may share information with Local Authorities, the NHS, Ofsted and the Department for Education, for example, where we have any safeguarding concerns;
- On occasion, we may need to share information with the Police;
- We may also need to share information with our legal advisers for the purpose of obtaining legal advice;
- Occasionally we may use consultants, experts and other advisers to assist the School in fulfilling its obligations and to help run the School properly. We might need to share your information with them if this is relevant to their work;
- If your child leaves us to attend another school, we may need to provide that school with information about you. For example, for safeguarding reasons.
- We may need to share information if there is an emergency. For example, if your child is hurt whilst on school premises.
- We sometimes use contractors to handle personal information on our behalf, but they will only process your personal data with our approval and specifications: for example, our School Library system, or our school meal system.

Requesting access to your personal data

Under data protection legislation, parents have the right to request access to information about them that we hold. To make a request for your personal information, please contact the Head Teacher via the school office.

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;
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance through the school office. office@kintbury.w-berks.sch.uk

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:

Gerard Strong, Data Protection Officer, School Office, Kintbury St Mary's C of E Primary School

Email: Gerard.Strong1@westberks.gov.uk