

Privacy Notice (Parent, Carer and Relatives Personal Data)

The Gosport and Fareham Multi-Academy Trust (GFM) collects and holds personal data relating to the parents/carers and relatives of its pupils. The Trust uses and processes such data within the remit of the General Data Protection Regulation, referred to throughout this statement as the GDPR.

What is Personal Data?

Personal data is information that identifies you as an individual.

This includes:

- Name
- Contact details – address, home and mobile numbers, email address
- Financial information
- Religion/ethnic group
- CCTV images and recordings

How and Why Does the School Collect Personal Data?

Information is collected in the following ways:

- CTF sent securely from previous setting
- Admissions forms when pupils register at school
- HC3S – Free school meals information
- Direct from families/outside agencies e.g. court orders etc.
- CCTV
- Financial information through the setting up of online payment systems (this information is held by a third party)

Information is collected for the following reasons:

- As a means of safeguarding and protecting your children as we may need to contact you during the school day
- To inform you of specific events which affect your children
- To promote the objects and interests of the school
- To process financial information in relation to the payment of fees
- To ensure that all legal obligations of the school are complied with

Sharing Personal Data

In accordance with legal and/or safeguarding obligations data may be shared with third parties in the following circumstances:

- Required by outside agencies for child protection reasons
- The police for matters of a criminal nature
- Insurance companies if a claim has been made

- A school or setting to which your child has relocated

How we keep your data secure/updated

Data is kept securely within school and on school systems.

Paper copies are retained in locked filing cabinets for appropriate retention periods

Data kept on SIMS is password protected and retained for appropriate retention period

Parents and carers will update the school of changes in personal information as necessary

Emails (If you email us we may keep a record of your email address and the email as evidence of the contact. We are unable to guarantee the security of any email initiated by you and we recommend that you keep the amount of confidential information you send to us via email to a minimum.)

Parents/carers and relatives rights regarding personal data

Parents/carers and relatives have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

Other Rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** via the school office.