



How We Use Your Information

Privacy Notice for Parents

Milford School

September 2021



Parent Privacy Notice

Introduction

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.

If you have any questions about this notice, please contact the School Business Manager.

What is personal information?

Personal information is information that identifies you as an individual and relates to you.

This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

How and why do we collect and use personal information?

Below are some examples of the different ways in which we use personal information and where this personal information comes from. The School's primary reason for using your personal information is to provide educational services to your child.

- We obtain information about you from admissions forms and from your child's previous school or nursery. We may also obtain information from professionals such as doctors, social workers and from the local authority.
- We may have information about any family circumstances which might affect your child's welfare or happiness.
- We may require 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 the other pupils at the School.
- We may use your information when dealing with complaints and grievances made to the School. For example, if you make a complaint or if another parent complains about an issue which involves you.
- We may take photographs or videos of you at School events to use on our School website or Twitter account. This is to show prospective parents and pupils what we do here, to advertise the School and for educational purposes. We may continue to use these photographs and videos after your child has left the School. It will always be made clear to you when giving consent for these activities, how you may withdraw consent at any time and the process for doing so.



- We may send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising activities and events) and the School newsletter.
- We may keep details of your address when your child leaves the School so we can send you any remaining items (for example, exercise books).

Sharing personal information with third parties

- In accordance with our legal obligations, we may share information with local authorities, as appropriate, Ofsted, the Department for Education, or where we have any safeguarding concerns in order to comply with our legal obligations.
- On occasion, we may need to or be asked to share information with the police.
- We may also need to share information with Surrey, particularly for the purpose of obtaining legal advice.
- Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help the School run properly. We might need to share some of your information with them if this is relevant to their work.
- We may need to share information with the local authority insurance company, for example, if there is a serious incident at the School or on a School trip.
- We may need to share information with others if your child is on a School trip. For example, the bus company, the group leading the visit e.g. Wisley Educational Centre.
- We may share information with your child's next school, for example, The Chandler C.E. School Witley. The type of information shared may be how the child has behaved at Milford and their Teacher Assessment results.
- If your child leaves us to attend another school we may need to provide that school with information about you. For example, family circumstances for safeguarding reasons.
- We may need to share information if there is an emergency, for example, if you are hurt whilst on School premises or whilst assisting with an educational visit.
- We also use contractors to handle personal information on our behalf. The following are examples:
 - Arbor- provider of our pupil database software, including pupil; and parent personal information.
 - Purple Mash- who provide the platform for our 2 Build a Profile pupil software.
 - We, like all schools, use management information systems for academic, administration and finance purposes and the suppliers of the software may have access to some data.



The school has satisfied itself that all of the above named providers are GDPR compliant and has obtained written assurances to that effect.

How we use the information provided by parents on the Pupil Registration Forms

This information will be used by the School during the admissions and registration process in order to manage your application/enrolment at Milford School.

For example:

- a) We may contact your child's current or previous setting to ask for some information related to the child's strengths and academic needs to help us best provide for your child.
- b) We may contact other people than yourself who hold parental responsibility to check that they consent to your child joining or leaving the school.
- c) The confidential information/medical form will be used to ensure that we have made any reasonable adjustments/suitable arrangements for your child when they visit/join the school.

This information will be kept by the school for the duration of their time here.

Our legal ground for using your information

This section contains information about the legal basis that we are relying on when handling your information as described above.

Legitimate interests

This means that the School is using your information when this is necessary for the School's legitimate interests, except when this would be unfair to you. The School relies on legitimate interests for many of the ways in which it uses your information.

Specifically, the School has a legitimate interest in:

- Providing educational services to your child and to other children;
- Safeguarding and promoting the welfare of your child (and other children);
- Promoting the objects and interests of the School. This includes fundraising and using photographs of you at our school events in promotional material.
- Facilitating the efficient operation of the School; and
- Ensuring that all relevant legal obligations of the School are complied with (for example in relation to inspections).

If you object to us using your information where we are relying on our legitimate interests as detailed above, please write to the Headteacher.



Necessary for a contract

We will need to use your information in order to perform our obligations under our agreement with you. For example, your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern or problem.

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

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if they are seriously hurt).

Public interest

Another ground that the School relies upon to use your information is that it is necessary in the public interest. For example, to provide your child with an education, to look after your child and their classmates when the School is inspected.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information and any information about sexual orientation.

Substantial public interest

The School is also allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "public interest" in the section above, for example the School may use special categories of information about you to provide your child with an education, to look after your child and their classmates when the School is inspected.

Employment and social protection law

There may be times when the School needs to use your information because we are an employer. Also the School may use your information to comply with social protection law



(e.g. to look after your child) and social security laws (e.g. to implement an Education, Health and Care Plan (EHCP)).

Vital interests

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

Legal claims

We are allowed to use your information if this is necessary in relation to legal claims. For example, this allows us to share information with our legal advisors and/or insurers.

Medical purposes

This includes medical treatment and the management of healthcare services and counselling (should they be in place or required).

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take this consent back at any time. Any use of your information before you withdraw your consent remains valid. Please write to the Head if you would like to withdraw any consent previously given.

In some cases we will rely on more than one of the grounds above for a particular use of your information. For example, we may rely on legitimate interests and public interest grounds when using your information for safeguarding reasons.

Sending information to other countries

We may send your information to countries which do not have the same level of protection for personal information as there is in the UK. For example, we may:

- Store your information on cloud computer storage based overseas; or
- Communicate with you by email when you are overseas (including, for example, when you are on holiday).

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here:

http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm

If the country we are sending your information to is not on the list or is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then it might not have the same level of protection for personal information as there is in the UK.



We will provide you with details about the safeguards which we have in place outside of this privacy notice. If you have any questions about the safeguards that are in place, please contact our Responsible Person in school, Lorraine Breen, School Business Manager, at finance@milford.surrey.sch.uk or on 01483 422087, or our Data Protection Officer, Rachel Dunnage, at clerk@godalminglearning.org.uk

For how long do we keep your information?

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 could only do so if we had a good reason and only if we are allowed to do so under current relevant data protection law.

We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.

The Government's Independent Inquiry into Child Sexual Abuse is ongoing. Like many schools, we have ceased the routine destruction of records in case they could be of assistance to the Inquiry or made subject to a disclosure order. Once the Inquiry is concluded or the guidance changes, our intention would be to publish specific retention records or the criteria used to determine the retention period for varying types of information.

What decisions can you make about your information?

From 25th May 2018, data protection legislation gives you a number of rights regarding your information. Some of these are new rights, whilst others build on your existing rights. Your rights will be as follows:

- If information is incorrect you can ask us to correct it;
- You can ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to (to the extent that we are allowed, particularly in respect of confidentiality where child protection/safeguarding information and medical records are concerned);
- You can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- You can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;



- Our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy;

The School Business Manager or Data Protection Officer can give you more information about your data protection rights.

Further information and guidance

Lorraine Breen, School Business Manager, is the person responsible at our school for managing how we look after personal information and deciding how it is shared.

Like other organisations, we need to keep your information safe, up to date, only use it for what we said we would, destroy it when we no longer need it, and most importantly – treat the information we get fairly.

This notice is to explain how we use your personal information. The School Business Manager can obtain further answers in respect of any questions that you may have.

Please write to the Head if:

- You object to us using your information to send you information about school events or other such purposes. We will stop using your information for such “marketing” purposes if you tell us not to; or
- You would like us to update the information we hold about you; or
- You would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your personal information, please contact our Data Protection Officer – Rachel Dunnage at clerk@godalminglearning.org.uk, who will respond to your concerns and may contact the Information Commissioner’s Office – ico.org.uk

Likewise, you can contact the Information Commissioner’s Office directly by the same means.

.....