

WEST PARK ACADEMY



Privacy Notice (How we use parent/carer/guardian information)

Why do we collect parent/carer/guardian information?

We collect and use pupil information under the Data Protection Act 1998 (DPA) and “Article 6” and “Article 9” of the General Data Protection Regulation (GDPR).

Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.

Article 9 (GDPR) condition: For substantial public interest on legal basis.

We set out below examples of the different ways in which we use your personal information and where this personal information comes from. This can include, but is not limited to;

- Providing educational services to your child.
- We obtain information about you from admissions forms and, if applicable from your child's previous School.
- We may receive information from third parties such as healthcare professionals and local authorities;
- We may have information about any family circumstances which might affect your child's welfare or happiness;
- 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 the other pupils in school;
- We may take photographs or videos of you at School events to use on social media and on the School website. This is to show prospective parents and pupils what we do here and to advertise the School. We may continue to use these photographs and videos after your child has left the School.
- 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 events) and the School newsletter.
- We may use information about you if we need this for historical research purposes or for statistical purposes.
- We require your information to complete absence request documentation either via our website or sent in.
- We may process financial information about you with regards to any school-based payments
- Where the School needs to use your information in order to comply with a legal



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Principal: Mrs S Hirst

West Park Academy, Alderman Leach Drive, Darlington, Co Durham DL2 2GF Tel: 01325 380792 Email: admin@westpark.lingfieldtrust.org.uk

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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.

For details of what we collect, hold and share, please visit the Information Commissioner's Office (ICO) Data Protection Register on <https://ico.org.uk/esdwebpages/search> and enter Lingfield Education ICO Registration Number: ZA314797.

Collecting Parent Information

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

Storing Parent Information

We hold parent data for no longer than is necessary. Full details of data retention lists can be found in the Records Management Society's (RMS) Retention Guidelines for Schools.

Who do we share parent information with and why?

We routinely share parental information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS (*for inoculations, etc*)

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 advisors 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.

We may share some information with our insurance company, for example, where there is a serious incident at the School. If your child leaves us to attend another School, we may need to provide that School with information about you. For example, details of family circumstances for safeguarding reasons.

We may share information about you with others in your family, such as another parent or step-parent. For example, where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations.

We may need to share information if there is an emergency, for example, if you are hurt whilst on School premises.



Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Finance Manager, West Park Academy, Alderman Leach Drive, Darlington DL2 2GF.

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, you should raise your concern with us in the first instance or directly to 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:

- **Finance Manager**
West Park Academy
Alderman Leach Drive
Darlington DL2 2GF
- **Data Protection Officer (for Schools)**
Veritau

01904 554025

Email: schoolsdpo@veritau.co.uk



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