

# St. Joseph's Catholic Primary School

## Parent & Carer Privacy Policy



**'Walking in the footsteps of Jesus, loving and serving together'**

***This is my commandment: "Love one another as I have loved you"*** John 15 vv. 9 to 12

### Monitoring

By	Review Period	Method
	Biennial	

### Revision History

Review	Changes	Next Review Date
New Policy	New Policy to Align with SJPS model and DUAA legislation	March 2028

## 1. Introduction

Under UK data protection law, parents and carers have the right to be informed about how the school uses personal data relating to them. This Privacy Notice explains how we collect, use, store and share your personal information.

St Joseph's Catholic Primary School is the data controller for the purposes of data protection legislation.

### Data protection officer (DPO) is:

St Joseph's Professional Services

Email: [dpo@stjosephsservices.net](mailto:dpo@stjosephsservices.net)

## 2. The Personal Data We Collect

We may collect, use and store the following categories of parent/carer information:

### 2.1 Standard personal data

- Name, address, telephone numbers, email addresses

- Contact preferences
- Relationship to the child and parental responsibility status
- Employment details (where relevant to school processes)
- Financial information (e.g., ParentPay transactions, refund details)
- Court orders or family arrangements
- Records of communications with the school
- Complaints or concerns raised

## 2.2 Special category data (where necessary)

- Race or ethnicity
- Religious beliefs
- Health or disability information
- Access requirements

## 2.3 Technical and visual data

- CCTV images
- Photographs or videos taken at school events

## 3. Why We Use Your Information (With Lawful Basis)

Below is a clear breakdown of purpose & lawful basis.

Purpose	Examples	Lawful Basis
Provide education and pastoral care to your child	Contacting you about progress, behaviour, attendance	Public Task
Safeguarding and promoting pupil welfare	Sharing concerns with safeguarding partners	Legal Obligation, Public Task, Vital Interests
Communicating with you	Newsletters, updates, emergency messages	Public Task, Legitimate Interests
Administering payments	ParentPay, refunds, trip payments	Contract, Legal Obligation
Managing school admissions	Processing forms, verifying eligibility	Public Task, Legal Obligation
Providing SEND or Early Help support	Working with external agencies	Public Task, Legal Obligation, Substantial Public Interest
Ensuring site security	CCTV monitoring	Legitimate Interests, Public Task
Handling complaints or legal claims	Investigations, correspondence	Legal Obligation, Legitimate Interests, Legal Claims
Promoting the school	Photos/videos on website or social media	Consent

Maintaining historical records	Archives, off-role data	Legitimate Interests, Legal Obligation
DUAA-approved secondary uses (limited)	Anonymised data for education research	Public Task (DUAA), Legitimate Interests

#### 4. How We Collect Your Information

We obtain information from:

- Admissions forms
- Direct communication with you
- ParentPay and other school systems
- Your child’s previous school
- Local authorities
- Health and safeguarding professionals
- Court orders or official documents

We will always tell you whether information is mandatory or optional.

#### 5. How We Store Your Information

Your data is stored securely in line with our Information & Records Retention Policy.

Retention periods vary depending on:

- Safeguarding requirements
- Legal obligations
- Audit trails
- DUAA research retention rules (anonymised or deleted within two years of project completion)

When your relationship with the school ends, we securely delete or archive your information as required.

#### 6. Who We Share Your Information With (With Lawful Basis)

We only share information when it is lawful, necessary and proportionate.

Recipient	Reason for Sharing	Lawful Basis
Local Authority	Safeguarding, attendance, education duties	Legal Obligation, Public Task
Department for Education (DfE)	Statutory returns	Legal Obligation
Ofsted	Inspection evidence	Public Task
Police / Emergency Services	Crime prevention, emergencies	Legal Obligation, Vital Interests
Health professionals	SEND, medical needs, referrals	Public Task, Substantial Public Interest, Vital Interests

Social care	Safeguarding	Legal Obligation, Public Task, Vital Interests
Legal advisers	Legal claims, disputes	Legal Claims, Legitimate Interests
Insurers	Incident reports	Legal Claims, Legitimate Interests
IT service providers	Secure hosting, technical support	Contract, Legitimate Interests
Payment platforms (e.g., ParentPay)	Processing payments	Contract, Legal Obligation
Other schools	When your child transfers	Public Task, Legal Obligation
Individuals with parental responsibility	Sharing relevant information	Legal Obligation, Public Task
DUAA-approved research bodies	Anonymised/pseudonymised data only	Public Task (DUAA)

We never sell your personal information.

## 7. DUAA 2025 – Secondary Use of Data

Where applicable, we may share anonymised or pseudonymised parent/carer data for:

- Education research
- Evaluation of parental engagement
- Improving communication systems

### Your DUAA rights

You may:

- Object to DUAA secondary-use processing
- Request human review of automated decisions
- Request export of your personal data in a machine-readable format

To exercise these rights, contact [dpo@stjosephsservices.net](mailto:dpo@stjosephsservices.net).

## 8. International Transfers

If data is stored outside the UK (e.g., cloud services), we ensure:

- UK-approved Standard Contractual Clauses
- Appropriate technical and organisational safeguards

Details available from the DPO.

## 9. Your Rights

You have the right to:

- Access your data (Subject Access Request)

- Rectify inaccurate information
- Request deletion (in specific circumstances)
- Restrict processing
- Object to certain uses
- Data portability (where applicable)
- Withdraw consent at any time

Contact the DPO to exercise these rights.

## **10. Complaints**

If you have concerns about how we use your data:

For first instance; contact the DPO: [dpo@stjosephsservices.net](mailto:dpo@stjosephsservices.net)

If unresolved, contact the Information Commissioner's Office (ICO):

<https://ico.org.uk>

## **11. Contact Us**

For questions or further information, please contact:

St Joseph's Professional Services

Email: [dpo@stjosephsservices.net](mailto:dpo@stjosephsservices.net)

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