

## **Appendix 2B: PRIVACY NOTICE FOR PARENTS AND CARERS**

### *Overview*

You have a right to be informed about how the school uses the personal data we hold about you and your child. This Privacy Notice for Parents and Carers explains how and why we collect, hold and share your child's personal data and some personal data of parents and carers. This privacy notice should be read together with the Privacy Notice for Students.

The understanding of what constitutes parental responsibility for the purposes of this privacy notice is summaries in the DfE guide: [Understanding and dealing with issues relating to parental responsibility](#).

### *The Personal Data we hold*

Highgate Wood School gets personal information about your child and their family from you and your child and may also receive information from your child's previous school, from the Local Authority and from government agencies like the Learning Records Service.

Most of this information is detailed in the Student Privacy Notice. But there is also information that is kept about families that is necessary for us to work effectively in partnership with parents and carers.

This information includes:

- contact details including home address, home and work telephone numbers, mobile numbers and email addresses (where supplied)
- emergency contact details (where supplied).
- Names and links to details of other children attending or have attended Highgate Wood School
- Your relationship with the student at Highgate Wood School, including whether you have Parental Responsibility.
- certain personal characteristics like your gender and how you prefer to be addressed
- other information that you may have supplied (eg whether you require a translator)
- whether your child is entitled to Free School Meals or Pupil Premium.

### *Why we collect and use this information*

We use your personal data to support our work together to help your child learn, achieve, stay healthy and keep safe in school.

Your data is used to:

- Inform you of your child's success and achievements and any concerns that we may have
- Alert you to any medical or other emergencies connected to your child's well-being
- Provide appropriate support and help for you to engage effectively with your child's education
- Allow you access to various school systems to support your child's education, activities and well-being.

- Comply with our legal requirements around data sharing
- Track how well the school as a whole is performing

### *The legal basis for the school using your information*

In accordance with data protection law, Highgate Wood School will only process personal information when there is a clear and legal basis to do so.

- ◆ Most often the legal basis for us handling personal data is in our exercise of official authority as a state school to carry out tasks in the **public interest** (in order to provide your child with an education).
- ◆ There are times when the most appropriate legal basis for us processing data is under our **legal obligation** in order to comply with the statutory obligations we have as a school.
- ◆ In relation to the transfer of the small amounts of personal data that are shared with 3rd party providers to enable the online tools and facilities that we use **legitimate interest** provides the legal basis for the sharing of your data. This is considered most appropriate where data is being used in ways that are reasonably expected and have a minimal privacy impact.
- ◆ Less commonly we may have to share data for reasons of **vital interest** to protect you (or someone else)
- ◆ On occasions we will collect, use or share personal data on the grounds of **consent**. Where this is the case you will be informed and should be confident that you are aware that your consent can be withdrawn at any time (see below).

### *Providing personal information voluntarily*

Whilst the majority of personal information we hold and process is mandatory there will be instances when you provide access to personal information voluntarily. We will inform you whether you are required to provide certain information to us or if you have a choice in this. Where there is a choice, it is important you understand that your consent needs to be sought and given freely, without pressure, and that you are entitled to withdraw that consent at any time.

### *Where the school is not the data controller*

For the majority of data processing activities connected to Highgate Wood School the school is the data controller. However, there are some processing activities where a third party maintains that role for the purposes of data protection of parent and carer personal data.

Highgate Wood School PSA is a separate entity in terms of data protection and has its own privacy notice which is available on the PSA pages of the school website. We do not share any personal data with the PSA, though we encourage all parents and carers to give them their contact information. You can contact the PSA at [hwoodpsa@gmail.com](mailto:hwoodpsa@gmail.com)

Show My Homework Parental Access is provided through a unique code that is supplied by the school to parents who are then able to register themselves on the site. SMHW have their own privacy notice.

Highgate Wood School is the data controller for the student and parental identification data that is transferred to enable Wisepay accounts to be generated and link to the students school account. Purchase activity through the Wisepay payment gateway is independent of that process and is covered by its own terms and conditions which are available on the site.

### *Storing personal information*

We collect and store personal information about students who are currently attending our school and are required to retain some information beyond then. There is a statutory requirement on schools to keep some personal data on its students for different periods of time (in some cases until the ex-student is 25 years old.) This information includes their parental contacts, addresses and other personal details as listed above.

[The Information Management Toolkit for Schools](#) provides an outline of what information schools are required to retain and for how long. This publication forms the basis of the school's own Record Management Policy.

Personal data that is no longer active but still needs to be retained is archived securely. Access to archived material is more restricted than personal data that is being actively used.

Some personal data is retained for internal processes so that the school is able to carry out analysis on its effectiveness with different cohorts of students. Where this is the case the data will be stripped of identifiers and anonymized to the extent that it would be impossible to identify any single individual within those data sets.

### *Sharing parental information*

We will not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required or necessary (and it complies with data protection law) we may share some of your personal information with:

- The local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- External educators and examining bodies
- Ofsted and other statutory regulators
- Suppliers and service providers – to enable them to provide the service we have contracted them for

### *Why we share information*

#### *Meeting our legal requirements*

Where we do share information to meet legal or statutory requirements we are informed by HM Government's [Information Sharing Advice](#) and the Information Commissioner's Office guidance [Data sharing code of practice](#) and [Crime and taxation exemptions](#).

#### *Third Party Suppliers and Service Providers*

We share some of your data with third party suppliers. These include, or have included, SAM Learning (for revision resources), Wisepay (for online payments), e-praise (for sharing behaviour and attendance information online), Show My Homework (for Homework online),

London Grid for Learning (for student email, Office 365 accounts), Parentmail (for text and email communications with home). The school takes steps to ensure that all these third party suppliers and service providers are compliant with current data protection legislation. Where appropriate we will also provide links to the third party's privacy notices and other relevant data protection information.

## Your rights

### *Requesting access to the personal information we hold about you*

Under data protection legislation, students, staff, parents and others have the right to request access to information about them that we hold. To make a request for your personal information, or for a parent\carer to be given access to their child's educational record, contact the school's Data Protection Officer at [dataprotection@hws.haringey.sch.uk](mailto:dataprotection@hws.haringey.sch.uk)

All data subjects 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 Highgate Wood School's collection or use of your personal data we request that you raise your concerns with our data protection officer in the first instance.

### *Complaints*

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we have done something wrong. You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

Online by visiting <https://ico.org.uk/concerns/>

By phone by calling: 0303 123 1113

Or by writing to: Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF

### *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: [dataprotection@hws.haringey.sch.uk](mailto:dataprotection@hws.haringey.sch.uk)

Our current data protection officer is Tristan Ashman