

## Privacy Note for Parents and Carers

Under data protection law, individuals have a right to be informed about how Bosco uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.



This privacy notice explains how we collect, store and use personal data about **children/parents/carers**

Bosco is the 'data controller' for the purposes of data protection law.

Our data protection officer is Alfredo Santos (see 'Contact us' below).

### The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, national insurance (for funding)
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in Bosco
- SEND forms

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

### Why we use this data

We use this data to:

- Support children's learning
- Monitor and report on children's progress
- Provide appropriate pastoral care
- Protect children's welfare
- Assess the quality of our services
- Comply with the law regarding data sharing

### Our legal basis for using this data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process children's personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use children's personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using children's personal data overlap, and there may be several grounds which justify our use of this data.

## **Collecting this information**

While the majority of information we collect about children is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **How we store this data**

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We comply with the EYFS and Ofsted requirements for keeping children's records.

Copies of all of policies are available on request.

## **Data sharing**

We do not share information about students with any third party without 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 personal information about students with:

- *The Department for Education*
- *The student's family and representatives*
- *Educators and examining bodies*
- *Our auditors*
- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Police forces, courts, tribunals*
- *Professional bodies*

## **Parents and students' rights regarding personal data**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the nursery holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, 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.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write 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**:

- Alfredo Santos [alfredo@bosco.ac.uk](mailto:alfredo@bosco.ac.uk) 02072320440

*This notice is based on the [Department for Education's model privacy notice](#) for students, amended for parents and to reflect the way we use data in this school.*

## Your Agreement

I have been informed that Bosco will collect, record and process my child's personal data as contained in this form, or other data which Bosco may obtain from them or other relevant agencies, whilst they are a student. I have been informed that the Trust will process such data only for purposes linked to academic study or student health and safety whilst on the premises or for other statutory purposes as detailed in the privacy statement.

The information to be recorded and processed (at the date of this agreement) has been completed by me and I confirm that it is correct. I note that you may need to process sensitive personal data on my child in respect of any special needs they may have, to enable you to deliver the agreed courses properly and to have proper regard for my child's health, safety and wellbeing whilst they are a student with you. This will enable you to fulfil your obligations to my child under this agreement and as required by law.

I consent to such use.

Child Name	
Parent / Carer	
Date	
Signature	