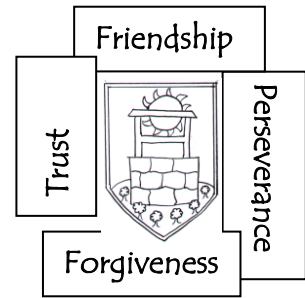


# Sunningwell Church of England Primary School

'I will show you my faith by my works' James 2:18



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Dark Lane  
Sunningwell  
Abingdon  
OX13 6RE

## **Privacy Notice – Parents/Carers**

### **The categories of parent/carers information that we process include:**

- Personal information (such as name, address, phone numbers and email address)
- Characteristics (such as gender and first language)

### **Why we collect and use parent/carers information**

We collect and use this information, for the following purposes:

- To meet our statutory requirements
- To help keep children safe whilst in our care
- To aid communication between school and home.

### **The Lawful bases we rely on for processing pupil information are:**

- Under Article 6 (1) of the General Data Protection Regulation, "Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority invested in the controller".
- Special category data is processed under Article 9 (2) (b) of the General Data Protection Regulation: "Processing is necessary for the purposes of carryout the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law providing for the appropriate safeguards for the fundamental rights and the interests of the data subject".

### **How we collect parent/carers information**

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

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## How we store parent/carer data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [www.sunningwell.oxon.sch.uk](http://www.sunningwell.oxon.sch.uk)

## Who we share parent/carer information with

We routinely share information with:

- Schools that your child attends after leaving us
- Our Local Authority
- Health Authority
- The Department for Education (DfE)
- RM Integris – the School's management Information System)
- Microsoft 365 (email communication)

We also share limited information with the following organisations

- ParentMail (our correspondence system)
- PlusPay (our online payment system)

## Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

## Requesting access to your personal data

Under data protection legislation, parents/carers have the right to request access to information about them that we hold about them.

This request is known as a Service Access Request. To make such a request for this please contact The School Business Manager in writing.

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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 The School Business Manager.

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