

# PRIVACY NOTICE – PARENT DATA

## General Data Protection Regulations (GDPR) 2016

The Westcountry Schools Trust (WeST) is the Data Controller for the purposes of the GDPR regulations.

The term 'parent' is used here as defined in section 576 of the Education Act 1996.

- A parent of a pupil.
- Any person who is not a parent of a pupil but who has parental responsibility for the pupil.
- Any person who has care of a pupil.

Personal data is held by Stowford School about parents of all pupils on roll. Stowford School is a member of the Westcountry Schools Trust. Parent data assists in the smooth running of the school and is used to support pupil's wellbeing and learning.

### The categories of parent information that we collect, hold and share include:

- Personal information (such as name, gender and address).
- Contact details (such as email address, telephone number or place of work).

### Why we collect and use this information

We use the data:

- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the statutory requirements regarding reporting student attendance and progress;
- to ensure that there is effective communication between school and home.

### The lawful basis on which we use this information

WeST Schools process parent information under article 6(e) of the GDPR regulations where processing is necessary for the performance of a task carried out in the public interest.

To find out more about the GDPR Regulations go to <https://www.eugdpr.org/>

### Collecting parent information

Whilst the majority of parent information you provide to the school is mandatory, some of it is provided 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 information to us or if you have a choice in this.

### Storing parent data

WeST schools hold parent data for a set period in line with the recommendations provided by the Information and Records Management Society. Please contact the Headteacher/Principal or school administrator if you would like more information about the retention periods being applied.

# Stowford School

## Who we share parent information with

WeST Schools routinely share parent information with:

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- Westcountry Schools Trust/WeST Central Services Team;
- Schools/Colleges that the pupil's attend after leaving us;
- The Local Authority and LA approved partners;
- Organisations providing education services that we commission;
- the Department for Education (DfE);
- Approved public service partners and their agents (NHS, Police, social services, Virgin Care);
- External providers of systems used to communicate with the school community (press and social media providers);
- External providers of school systems used to support the education and well-being of pupils:
  - Capita Business Services Ltd (Management Information System, SIMS)
  - Connect Software Solutions(iConnect for nursery management)
  - CPOMS Ltd (Child Protection Online Management)
  - EduFocus (Evolve, Online Trips/Residential Support)
  - Eduspot (Communication Database, Texts/Emails)
  - Groupcall Ltd (GDPRis for GDPR Management in school)
  - InVentry Ltd (School Signing In System)
  - Microsoft Corporation (Teams)
  - Speechlink Multimedia Ltd
  - ParentPay Ltd (Online Payment System)
  - PS Financials (Financial Management System).
  - Concerro Education Technology (Online Platform Provisioning)
  - ClassDojo.

## Why we share parent information

We do not share information about our parents 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 have the right to request access to information about them that we hold. To make a request for your personal information, please submit your request to the data controller.

## Data subject rights

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.

## Stowford School

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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 :

WeST Data Protection Officer: [DPO-WeST@westst.org.uk](mailto:DPO-WeST@westst.org.uk)

Or in writing to:  
Data Protection Officer  
Westcountry Schools Trust  
Harford Road  
Ivybridge  
PL21 0JA