



# **Blatchington Mill School**

## **PRIVACY NOTICE FOR PARENTS AND CARERS**

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## 1. Introduction

Under UK data protection law (known as the General Data Protection Regulation - GDPR), individuals have a right to be informed about how our school 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 **parents and carers of students at our school.**

We, Blatchington Mill School, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is the School Business Manager (see 'Contact us' below).

## 2. The personal data we hold

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

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Bank details
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made
- Information about your use of our information and communication systems, equipment and facilities (e.g., school computers)

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Photographs and CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools and social services.

## 3. Why we use this data

We use the data listed above to:

- a. Protect student welfare
  - b. Report to you on your child's attainment and progress
  - c. Keep you informed about the running of the school (such as emergency closures) and events
  - d. Process payments for your child's catering account and for trips, equipment and products
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- e. Provide appropriate pastoral care
- f. Administer admissions waiting lists
- g. Assess the quality of our services
- h. Carry out research
- i. Comply with our legal and statutory obligations
- j. Make sure our information and communication systems, equipment and facilities (e.g., school computers) are used appropriately, legally and safely

### **3.1 Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you information by email promoting school activities, such as events, campaigns, charitable causes or services that may be of interest to you.

We do not use your personal information for marketing purposes.

### **3.2 Use of your personal data in automated decision making and profiling**

We do not currently process any parents' or carers' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### **3.3 Use of your personal data for filtering and monitoring purposes**

While you're in our school and/or using our equipment, we may monitor your use of our information and communication systems, equipment and facilities (e.g., school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g., safeguarding & child protection policy, online safeguarding policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

## **4. Our lawful basis for using this data**

We will only collect and use your information when the law allows us to. We need to establish a 'lawful basis' to do this, as set out in [Article 6 of the UK GDPR](#). There are six lawful bases:

- Consent
- Contract
- Legal obligation
- Vital interests
- Public task
- Legitimate interests

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

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- For the purposes of d, in accordance with the ‘consent’ basis – we will obtain consent from you to use your personal data
- For the purposes of a, b, c, d, e, f, g, j, in accordance with the ‘contract’ basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us
- For the purposes of a, b, e, i, j, in accordance with the ‘legal obligation’ basis – we need to process data to meet our responsibilities under law. Examples of guidance and legislation are:
  - Keeping Children Safe in Education 2024
  - Education Act
  - Children Act
  - The Education (Information About Individual Pupils) (England) Regulations 2013
- For the purposes of a, b, c, e, j, in accordance with the ‘vital interests’ basis – we will use this personal data to protect someone’s life
- For the purposes of a, b, i, j in accordance with the ‘public task’ basis – we need to process data to fulfil our statutory function as a school. Examples of guidance and legislation are:
  - School admissions code
  - UK General Data Protection Regulation
  - Data Protection Act
  - Health and safety: responsibilities and duties for schools
- For the purposes of a, b, e, f, g, h, i, j, in accordance with the ‘legitimate interests’ basis – where there’s a minimal privacy impact and we have a compelling reason. Examples of our legitimate interests:
  - Educational resources, such as websites and organisations
  - Sports and other extracurricular fixtures

Where you have provided us with consent to use your data, you may withdraw this consent at any time for some categories of information. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

#### **4.1 Our basis for using special category data**

For ‘special category’ data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in [Article 9 of UK GDPR](#), data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual’s vital interests (i.e., protect your life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law



- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in [Article 10 of UK GDPR](#), data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e., protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## 5. Collecting this data

We will only collect and use your data when the law allows us to (as detailed in section 4 of this notice). While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Health care or social care professionals
- Government departments or agencies
- Another school or educational setting
- Your children eg. If they have a more up to date contact number than our records
- Police forces, courts or tribunals
- Social media

## 6. How we store this data

We keep personal information about you while your child is attending our school; if they move to another school, we will pass on the information to that school.

We hold data associated with students and their parents/carers securely for the set amount of time recommended by the Information and Records Management Service; this includes your data. In this respect, we will keep your information until the end of the calendar year in which they turn 25 or longer in some circumstances (such as those involving legal disputes).



We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it. We have procedures in place to dispose of hard copies and are reviewing how to do so in our Management Information System.

## **7. Who we share data with**

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

We ensure that we only share the required data and never provide access to more information than is necessary.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority, Brighton & Hove City Council– to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about attendance and exclusions
- Government departments or agencies – this will usually be the Department for Education and includes Ofsted.
- Our youth support services provider for students aged 13 and over.
- Schools or educational settings that your child attends after this school.
- Education, training, careers and examining bodies.
- Suppliers and service providers including our catering provider and a range of organisations providing IT platforms and educational programmes supporting learning.
- Financial organisations – our online payment platform eg. Squid and agencies organising trips and visits.
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Charities and voluntary organisations
- Police forces, courts or tribunals

### **7.1 Transferring data internationally**

We do not share personal information about you with international third parties, where different data protection legislation applies.

If we did need to transfer your personal data to a third-party country or territory, we would contact you and your family for prior consent.



## **8. Your rights**

### **8.1 How to access personal information that we hold about you**

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply) and will perform reasonable and proportionate searches, and:

- Give you a description of it
- Tell you why we are holding and processing it
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

### **8.2 Your other rights regarding your data**

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- In certain circumstances, object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- Have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
  - Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
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- Your right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

To exercise any of these rights, please contact us (see 'Contact us' below).

## 9. 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 the data protection team in the first instance. If you wish to make a formal complaint, you should follow the procedures outlined in our [complaints policy](#). We will acknowledge receipt of data protection complaints within 30 days.

If your complaint is not resolved to your satisfaction within a reasonable timeframe, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 10. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Data Protection Officer & Business Manager  
[DataProtection@BlatchingtonMill.org.uk](mailto:DataProtection@BlatchingtonMill.org.uk)  
01273 736244  
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