Privacy Notice
Parents and Carers

At a glance

This notice explains how the school uses personal information about parents, carers and other adults with parental responsibility or day-to-day care of a child.

It covers information about adults themselves. Information about children is explained separately in the Pupil Privacy Notice and Children's Privacy Summary.

The school will use information only where it has a lawful reason and will not rely on consent where another lawful basis is more appropriate.

Who is responsible for your information?

Mapperley Plains Primary and Nursery School is the data controller for most of the personal information it collects and uses about parents, carers and other adults connected with children at the school. This means the school decides why and how the information is used and is responsible for complying with data protection law.

Where the school is required to provide a copy of information to another organisation, such as the Department for Education or Nottinghamshire County Council, that organisation may become an independent controller for the copy it receives. Where a supplier handles information only on the school's instructions, it acts as a processor under a written contract.

The school's Data Protection Officer advises the school, monitors compliance and provides an independent contact point. The school remains responsible for its compliance as data controller.

The information we may collect and use

- identity and contact details, including names, addresses, telephone numbers and email addresses
- relationship to the child, parental responsibility and details of people authorised to collect or care for the child
- emergency contacts and communication preferences
- correspondence, meeting records, enquiries, complaints, information-rights requests and records of decisions
- family and household circumstances where relevant to education, attendance, SEND, safeguarding, funding or support
- court orders, contact restrictions and other legal arrangements affecting the child
- payment and transaction information for meals, trips, wraparound care and other services
- eligibility and evidence for benefits, free school meals, pupil premium or other financial support where relevant
- health, disability, language, accessibility or reasonable-adjustment information where this affects communication or participation
- safeguarding information and information received from professionals or agencies where necessary to protect a child or another person
- photographs, video, CCTV, visitor records and site-access information
- technical information generated through school systems, including account, communication, security and audit records.

We do not collect every category in every case. We use only information that is relevant and necessary for the particular purpose.

Why we use the information and our lawful bases

Purpose	Lawful basis
Managing a child's education and the school's relationship with families	Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
Safeguarding, welfare, child protection and emergency response	Article 6(1)(c) legal obligation, Article 6(1)(d) vital interests and Article 6(1)(e) public task.
SEND, health, accessibility and support for the child or family	Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
Payments, trips, meals, wraparound care and optional services	Article 6(1)(b) contract where appropriate, Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
Complaints, concerns, legal claims and information-rights requests	Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
Security, fraud prevention, IT administration, CCTV and site safety	Article 6(1)(c) legal obligation and Article 6(1)(e) public task.
Optional publicity, direct communications or activities	Article 6(1)(a) consent where consent is genuinely optional and appropriate.

Where we use special category information, the additional conditions which may apply, depending on the purpose, include Article 9(2)(c) for vital interests, Article 9(2)(f) for legal claims, Article 9(2)(g) for substantial public interest and Article 9(2)(h) for health or social care. Where required, the school also identifies a condition in Schedule 1 to the Data Protection Act 2018 and follows its Appropriate Policy Document.

Where the information comes from

We obtain personal information from a range of sources. These may include:

- you, the child and other people with parental responsibility or care of the child
- previous, current or future schools and early years settings
- Nottinghamshire County Council, the Department for Education and other public bodies
- health professionals, SEND services, social care, safeguarding partners, the police, courts and other authorised agencies
- payment, wraparound, catering, trip, communication and technology providers acting for the school
- school staff, governors, volunteers and records created through normal school activity.

We will tell you when information must be provided because of a legal or contractual requirement and when providing it is optional. If required information is not provided, the school may be unable to deliver a service, meet a legal duty or protect a child or another person.

Who we may share information with

We share personal information only where there is a lawful and proportionate reason. We use the minimum information necessary and apply appropriate security arrangements.

- the Department for Education and Nottinghamshire County Council where required for statutory functions, funding, attendance, safeguarding or support
- other schools, early years settings and education providers when a child transfers or receives shared provision
- health professionals, school nursing, educational psychologists, SEND services and other support services
- children's social care, safeguarding partners, the police, courts and regulatory bodies where sharing is necessary and lawful
- governors, complaints panels, auditors, insurers, the Risk Protection Arrangement, legal advisers and professional consultants where they have an authorised role
- approved IT, MIS, communication, payment, catering, trip, wraparound and records-management providers acting under contract
- other people or organisations where you have given valid consent or where disclosure is otherwise required or permitted by law.

Where the school is required to provide parent or household information to the Department for Education as part of a statutory data collection, the Department for Education becomes an independent controller for the copy it receives. Its current privacy information is available on GOV.UK.

How we keep information secure

The school uses appropriate technical and organisational measures to protect personal information against accidental loss, alteration, unauthorised access or disclosure. These include access controls, staff training, secure systems, encryption where appropriate, contractual controls over suppliers, backup arrangements and procedures for responding to suspected personal data breaches.

Access is limited to staff, governors and service providers who need the information for an authorised purpose. Everyone who handles personal information is expected to maintain confidentiality and follow the school's Data Protection and Data Security policies.

How long we keep information

We keep parent and carer information only for as long as it is needed for the purpose for which it was collected, or for a longer period where this is required by law, safeguarding responsibilities, insurance requirements, limitation periods, audit requirements or an active complaint, investigation or legal hold.

Retention periods and the criteria used to determine them are set out in the school's Records Retention Schedule. When information is no longer required, it is securely deleted, destroyed or anonymised. Disposal will be suspended where records are relevant to an active request, complaint, investigation, safeguarding matter or legal proceedings.

Information processed outside the UK

Some organisations providing services to the school may process personal information outside the UK. Where this happens, the school will ensure that an appropriate lawful safeguard is in place. Further information about a specific transfer can be requested from the Data Protection Officer.

Your data protection rights

Depending on the purpose and lawful basis being used, you may have the right to:

- be informed about how your personal information is used
- ask for access to your personal information
- ask for inaccurate or incomplete information to be corrected
- ask for processing to be restricted in certain circumstances
- object to processing in certain circumstances
- ask for personal information to be erased where the right applies
- receive information in a portable format where the right applies
- withdraw consent at any time where consent is the lawful basis
- make a data protection complaint to the school and complain to the Information Commissioner's Office.

These rights are not absolute and do not all apply to every use of information. For example, the school may need to keep information to meet a legal obligation, perform its public functions, protect a child or another person, establish or defend legal claims or preserve an accurate historical record.

The right of access to a child's personal information belongs to the child. When a parent or carer asks to exercise a right on a child's behalf, the school will consider the child's maturity and understanding, wishes and best interests, parental responsibility, any court orders or safeguarding concerns, duties of confidence and the rights of other people. There is no automatic age at which every child is treated in the same way.

Parents of children attending a maintained school also have a separate right to request access to their child's educational record under the Education (Pupil Information) (England) Regulations 2005. A written request must be dealt with within 15 school days, subject to applicable restrictions. This is separate from the child's right of access under the UK GDPR.

How to make a request or complaint

A Subject Access Request or other rights request may be made verbally or in writing. You do not have to use a form or quote data protection law. Please provide enough information to help us identify you and locate the information requested. We may ask for proportionate evidence of identity or authority where this is reasonably necessary.

We normally respond to a Subject Access Request within one month. In limited circumstances, the law allows the time limit to start later, be paused or be extended. We will explain this if it applies to your request. School closure periods do not suspend statutory timescales.

You may also make a data protection complaint if you believe the school has not used personal information lawfully or appropriately. We will acknowledge a data protection complaint within 30 days, take appropriate steps to investigate without undue delay, keep you informed where necessary and explain the outcome without undue delay. A complaint and a rights request are separate processes even where they arise from the same correspondence.

School and Data Protection Officer	Information Commissioner's Office
Mapperley Plains Primary and Nursery School Central Avenue Mapperley Nottingham NG3 5LD Telephone: 0115 964 9360 Email: DPO@mapperleyplains.notts.sch.uk	Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Helpline: 0303 123 1113 Website: ico.org.uk/make-a-complaint

Related information

This notice should be read alongside the following school documents, available on the Data Protection and Privacy section of the school website or from the school office:

- Pupil Privacy Notice
- Children's Privacy Summary
- Data Protection Policy

- Use of Photographs and Videos information

Department for Education privacy information for parents, carers and legal guardians

Information Commissioner's Office guidance for the public

Changes to this notice

We may update this notice when the law, official guidance or the school's processing arrangements change. Material changes will be communicated through an appropriate school channel. The current version will be published on the school website.