

Privacy Notice Parents/Carers

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Creation, Maintenance of the Pupil Record, Curriculum Delivery and Pastoral Care, including Pupil and Parent/Carer data				
What personal data do we need from you?	Names (Child & Parents)	Mobile Number	Languages Spoken	Nationality	
	Child's Date of Birth	Email Address	Fluency in English	Ethnicity	
	Home Address	Medical Information	Country of Birth certification	Armed Forces	
	Telephone Number	Emergency Contacts	UK National Identity	Religion	
	Gender	SEN status	Parental Consent	Academic records	
	Absence and attendance information	Payment information	Exclusion records	Behaviour records	
	Free School Meal information	Pupil Premium information	Child Protection Records	Display Photographs	
Who will be using your Personal Data?	Who is the Data Controller ?		St John the Baptist Primary School		
	Who is the Data Controller's Data Protection Officer ?		Mr Craig Moxham, Head Teacher of Cotgrave CofE Primary School		
	Are there any Data Processors ?		Yes	<input checked="" type="checkbox"/>	No
	Who are they?		SIMs (Capita), Teachers2Parents & School money (Eduspot), Purple Mash & Microsoft 365 (online learning), Primary Site (school emailing), Evolve (educational visits), CPOMs (safeguarding) and any other system suppliers which hold the above data		
What will it be used for and	The Purpose(s) :		Statutory Duties		

what gives us the right to ask for it and use it?	The Legal Condition (s):		Statutory Duty & Substantial Public Interest					
Who else might we share your data with?	Central & Local Government, Health Providers, Other Education Providers, Regulatory Bodies.							
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	NO							
How long will your data be kept?	When will it stop being used?		When the Pupil transfers to another education setting, e.g. another school					
	How long after this will it be deleted?		Date of Birth + 25 years					
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:		Statutory Duty					
	This is what could happen if you refused to let us use your data for this purpose:		N/A					
As you are not giving your data directly to us:	This is who is giving us your personal data:		Local Authority or previous education setting					
	This is a source of personal data open to anyone		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>		
	These are the categories of personal data being given to us		Basic Demographics, including unique ID, name, address, DoB, gender, parental contact details, ethnicity, language, educational attainment & attendance.					
Visit the following links for more information about Privacy Law, our obligations and your Rights:								
The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016								
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:								
Postal Address	The Cross, Cotgrave, Nottingham, NG12 3HS							
Email	office@cotgrave.snmat.org.uk							
Phone Number	0115 9892204							

If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:

Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	https://ico.org.uk/concerns/handling/
Phone Number	0303 123 1113