



## **Privacy notice for parents and carers - how we use your personal data**

Under data protection law, individuals have a right to be informed about how the William Tyndale Family and Staff Association (FSA) uses any personal data that we hold about them. We comply with this right by providing a 'privacy notice' (sometimes called 'fair processing notice') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **you**.

We, the FSA, are the 'data controller' for the purposes of data protection law.

The data protection officer for William Tyndale Primary School is Craig Stigwell, Judicium Education.

### **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
- Your child's name and class
- Photographs

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits

### **Why we use this data**

We use this data to:

- Keep you informed about the running of the FSA and events organized by the FSA.
- Assess the quality of our services

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

Where you have given us consent to do so, the FSA may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by contacting the FSA Chair by email [fsawilliamtyndale@gmail.com](mailto:fsawilliamtyndale@gmail.com) or informing a member of the School Office.

### **Our legal basis for using this data**

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We have obtained consent to use it in a certain way
- We have legitimate interests in processing the data – for example, when we collect names for raffle tickets and auction winners.



Less commonly, we may also process your personal data in situations where:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest
- We need to fulfil a contract we have entered into with you
- We need to protect an individual's vital interests (protect their life)

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

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of your data.

### **Collecting this information**

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.

### **How we store this data**

We keep personal information about you while your child is attending William Tyndale Primary school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

### **Data sharing**

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

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

- Suppliers and service providers – to enable them to provide the service we have contracted them for (for example, but not limited to our sponsor for boards advertising the Summer Fair)
- Charities and voluntary organisations
- The Charities Commission

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.



## Your rights

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

Individuals have a right to make a 'subject access request' to gain access to personal information that the FSA holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- 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 the school's Business Manager.

## Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the school's Business Manager.

## 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 us in the first instance.

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the School's Business Manager, Claire Davies.

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and carers and to reflect the way we use data in the FSA.*