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Arnold View Primary School Privacy Notice to parents and Carers

Policy Reviewed (Date): January 2026

Signed:_____ **(Chair of Governors) Date:** _____

Signed:_____ **(Head Teacher) Date:** _____

Next Review Due (Date): March 2028

Privacy Notice- Parents/Carers Data

What is this Privacy Notice for?

Arnold View Primary School is committed to protecting the privacy and security of personal information. We collect data and information and parents/carers of our pupils so that we can operated effectively as a school. This privacy notice explains how and why we collect parent/carer data, what we do with it, who we share it with and what rights parents have/

Why do we collect and use parent/carer information?

We process information about parents / carers as part of our legal obligation to provide an education to our pupils, to support our function of running a school and for safeguarding purposes. Where we process data not covered by these reasons, we will ask for your consent. This consent can be withdrawn at any time.

What parent/ Carer information do we collect, hold and share?

This will include personal information such as name, name, address, telephone number and email address. It could also include information relating to your identity, marital status, employment status, religion, ethnicity, language, medical conditions and free school meal / pupil premium eligibility / entitlement to certain benefits, information about court orders in place affecting parenting arrangements for pupils.

How long do we keep the information?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, insurance or reporting requirements, as recommended by both national and local guidelines. Certain types of data may be held for longer, e.g. safeguarding.

Who do we share your information with?

We routinely share parent / carer information with schools that pupils attend after leaving us. We may share pupil information with the DfE, the Local Authority, and other bodies and organisations. We do not share information with anyone without consent unless the law or our policies allow us to do so. When we share personal data, we will provide the minimum amount necessary to fulfil the purpose for which it is required. For more details, please request the longer policy via the school office.

How can you request access to your personal data?

Parents / carers have the right to request access to information about them that we hold via a Subject Access Request (SAR). To make a request for your or your child's personal data, contact office@arnoldview.notts.sch.uk via the school office. The legal timescales for the school to respond to a Subject Access Request is one calendar month. As the school has limited staff resources outside of term time, we encourage you to submit Subject Access Requests during term time and to avoid sending a request during periods when the school is closed or is about to close for the holidays, if possible. This will assist us in responding to your request as promptly and fully as possible.

For more information about Data Protection Regulations and your rights see:

https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/

If you have a concern about the way we are collecting or using your personal data, please raise with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

If you would like to discuss anything in this privacy notice, please contact:

Head Teacher- Caroline Otterburn

Arnold View Primary School

Gedling Road

Arnold

Nottingham

NG5 6NW