



Privacy Notice: Parents and Carers

St Anne's Catholic Primary School is the data controller for your personal information. This means we decide how your personal data is used and we are responsible for looking after it properly.

Data Protection Lead: G Murphy Email: info@stannes1.com
Telephone: 0151 709 1698

Data Protection Officer (DPO): Peter Rafferty Row 7 Education Ltd
Email: peter@row7education.co.uk

Why do we have this notice?

This notice explains what personal information we collect about you as a parent or carer, why we collect it, what we do with it, and what rights you have.

A separate privacy notice for pupils is available on our website and from the school office.

What personal information do we collect?

We collect and process information about you including:

- Identity and contact details — Name, relationship to child, address, telephone numbers, email address
- Emergency contact information — Alternative contacts you provide
- Family circumstances — Where relevant to your child's welfare or education (e.g., court orders, custody arrangements, parental responsibility)
- Financial information — For processing payments (trips, meals, uniform), free school meal eligibility, pupil premium

- Communication records — Correspondence with the school, meeting notes, complaints
 - Consent records — Your responses to consent requests (e.g., photographs, trips, medical treatment)
 - CCTV images — When you visit the school site
 - Attendance at events — Parents' evenings, school events, meetings
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Why do we use your information?

We process your personal information to:

- Communicate with you about your child's education, progress, and welfare
 - Contact you in an emergency
 - Process payments and manage school accounts
 - Assess eligibility for free school meals and pupil premium
 - Manage admissions and transitions
 - Arrange and administer trips and events
 - Meet our safeguarding duties
 - Respond to complaints and concerns
 - Comply with legal requirements
 - Maintain accurate records of parental responsibility and contact arrangements
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What is our legal basis for using your information?

We process your information based on the following legal grounds:

Legal Basis	Examples
Legal obligation	Safeguarding, court orders, statutory data returns
Public task	Functions connected with providing education
Contract	Processing trip payments, providing services you have requested

Legitimate interests Day-to-day communication, school administration, security (CCTV)

Consent Where we specifically ask for your agreement (e.g., marketing communications, optional surveys)

Vital interests Emergency situations where contact is necessary to protect life

For special category data (such as information about family circumstances relevant to safeguarding), we rely on substantial public interest conditions.

Who do we share your information with?

We may share your personal information with:

- Local authority — Admissions, safeguarding, attendance, free school meals eligibility
- Department for Education — Where required for statutory returns
- Social services and police — Where there are safeguarding concerns
- Health services — Where relevant to your child's care at school
- Transport providers — For home-to-school transport arrangements
- Payment processors — For online payments
- Communication platform providers — Parent apps, email services, SMS providers
- Event organisers and trip providers — Where you have agreed to participate
- Legal advisers — Where necessary for legal proceedings or advice
- Other schools — When your child transfers, we share relevant family contact information

We do not sell your information to any third party.

Recognising legitimate interests under the Data (Use and Access) Act 2025

The Data (Use and Access) Act 2025 introduced recognised legitimate interests for certain important purposes. This means we can share your information without additional consent where necessary for:

- Safeguarding children and individuals at risk — Sharing information with authorities or agencies to protect children or vulnerable people
- Responding to emergencies — Contacting you or sharing your details in urgent situations affecting health, safety, or welfare

These recognised interests apply only where sharing is necessary and proportionate. We will always act in the best interests of children and families.

CCTV

CCTV cameras operate around the school site for security and safeguarding purposes. If you visit the school, you may be recorded. Footage is stored securely and retained for [Insert retention period, e.g., 30 days] unless required for an ongoing investigation.

Online communication platforms

We may use apps and online platforms to communicate with you (for example, parent portals, messaging apps, or payment systems). These platforms are assessed for data protection compliance before use. Your login details are personal to you and should not be shared.

Automated decision-making

We do not make any decisions about you using solely automated means without human involvement.

How long do we keep your information?

We retain your information for as long as your child attends the school and for a period afterwards in line with our retention schedule.

Contact and communication records are typically retained for [3 years] after your child leaves the school, unless they form part of safeguarding records (which are retained longer).

Financial records are retained for [6 years] for audit and legal purposes.

Full details are available in the school's Data Retention Schedule.

How do we keep your information safe?

We take appropriate measures to protect your information, including:

- Secure electronic systems with access controls
 - Encryption of sensitive communications
 - Staff training on data protection and confidentiality
 - Secure physical storage of paper records
 - Contractual requirements on third-party providers
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Your rights

Under data protection law, you have the right to:

- Be informed — This notice explains how we use your data
- Access — Request a copy of the personal information we hold about you
- Rectification — Ask us to correct inaccurate or incomplete information
- Erasure — Request deletion of your data in certain circumstances
- Restriction — Ask us to limit processing in certain situations
- Objection — Object to processing based on legitimate interests
- Data portability — Receive your data in a portable format where processing is based on consent or contract
- Withdraw consent — Where we rely on consent, you can withdraw it at any time

Some rights may be limited where we have an overriding legal basis to continue processing or where exercising the right would adversely affect the rights of others (including your child).

To exercise your rights, contact the Data Protection Lead using the details above.

Accessing your child's information

If you wish to access personal information held about your child, please refer to the Pupil Privacy Notice and contact the Data Protection Lead.

Where a child is considered competent to exercise their own rights (assessed using the Gillick competency framework), they may need to provide consent before we disclose their information to you.

How to raise a concern

If you are unhappy about how we handle your personal information, please speak to the Data Protection Lead in the first instance.

You can also make a formal complaint under the school's Data Protection Complaints Policy, available on our website and from the school office.

You have the right to complain to the Information Commissioner's Office (ICO) at any time:

Website: ico.org.uk Helpline: 0303 123 1113

Changes to this notice

We may update this notice from time to time. The current version will always be available on our website and from the school office.

Document Control

Field	Details
Policy Owner	Data Protection Lead
Approved By	Full Governing Body

Version 1.0

Last Reviewed July 2026

Next Review Date July 2027 (or sooner if legislation changes)
