



# Parent/Carer Privacy Notice

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about parents/carers. We, Harrow High School Academy Gayton Road, Harrow, Middlesex, HA1 2JG are the 'data controller' for the purposes of data protection law.

**Approved by the Full Governing Body: Spring 2025**

**Next Review Date: Spring 2028**

**Responsible for review: Miss Shakure**

## **The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about parents/carers includes, but is not restricted to:

- Contact details, contact preferences,
- Telephone numbers
- Email Addresses
- Bank account details
- Photographs
- CCTV images captured in school

## **Why we use this data**

The reasons we use this data includes;

- Communicate with parents
- Facilitate easy payment for items such as school meals, trips and school uniform
- Support learner learning
- Monitor and report on learner progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Carry out research
- Comply with the law regarding data sharing

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

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

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

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

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use parents' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

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

## Collecting this information

While the majority of information we collect about learners is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## How we store this data

We keep personal information about parents/carers while their children are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We keep information about learners in accordance with the [Information and Records Management Society's toolkit for schools](#)

## Data sharing

We do not share information about parents 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 with:

- *Our local authority – to meet any legal obligations to share certain information with it, such as safeguarding concerns*
- *The Department for Education- to meet any legal obligations*
- *Educators and examining bodies – to enable them to provide the service we have contracted them for*
- *Our regulator Ofsted*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations – to meet any legal obligations*
- *Central and local government- to meet any legal obligations*
- *Health authorities – to meet any legal obligations*
- *Security organisations – to meet any legal obligations*
- *Health and social welfare organisations – to meet any legal obligations*
- *Professional advisers and consultants- to enable them to provide the service we have contracted them for*
- *Police forces, courts, tribunals – to meet any legal obligations*

## Transferring data internationally

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

## Parents rights regarding personal data

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

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, 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 or your child
- 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

### **Other rights**

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

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to 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 our data protection officer.

### **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.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at [Make a complaint | ICO](#)
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer, Harrow High School, Gayton Road, Harrow, Middlesex, HA1 2JG. Telephone: 0208 861 7300