

St Peter's Catholic Primary School



Privacy Notice for Parents/Carers

Approved by:	The Governing Body	Date: 11.11.25
Last reviewed on:	November 2025	
Next review due by:	November 2026	

Privacy Notice for Parents/Carers

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, [St. Peter's Catholic Primary School, Winchester](#), are the 'data controller' for the purposes of data protection law.

Our data protection officer is [Mrs R Foley](#) (see 'Contact us' below).

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,
- Characteristics, such as religious beliefs for admissions purposes.
- CCTV images captured in school

We may also hold data about parents/carers that we have received with parental consent.

Why we use this data

We use this data to:

- Ensure the safeguarding of all our children
- Protect pupil welfare
- Carry out research e.g surveys about effectiveness of school procedures
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use parent/carer's 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 parent/carers' personal data in situations where:

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

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 go about withdrawing consent if you wish to do so.

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

Collecting this information

While the majority of information we collect from you 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

Personal data we collect as part of the job application process is stored in line with our data protection policy.

When it is no longer required, we will delete your information in accordance with our record retention schedule. This can be found on our website. <https://www.stpetershants.co.uk/>

Data sharing

We do not share information about pupils 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 pupils with:

- *Our local authority Hampshire County Council (HCC)– to meet our legal obligations to share certain information with it, such as safeguarding concerns*
- *Our regulators e.g. Ofsted,*
- *Receiving Schools – passing information when a child leaves St. Peter's to attend a new school*
- *Survey and research organisations*
- *Professional advisers and consultants*
- *Police forces, courts, tribunals*
- *Professional bodies – e.g. dealing with referrals for your child*

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data

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 the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school 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

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- 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 a 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 our data protection officer.

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 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 <https://ico.org.uk/concerns/>
- 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**:

Mrs Rebecca Foley

Finance Officer

admin@st-peters.hants.sch.uk