St John Henry Newman

Catholic Primary School

Parent/Carer Privacy Notice

Approved: September 2026

Next Review Date: September 2028

1. Introduction

Under data protection law, individuals have the right to know how their personal information is collected, used, stored and shared.

This privacy notice explains how St John Henry Newman Catholic Primary School collects and uses personal data about parents, carers and others with parental responsibility for pupils.

The school is the data controller for the personal data it processes.

This notice should be read alongside the school's:

- Data Protection Policy;
- Data Retention Policy;
- relevant privacy notices for pupils, staff and visitors; and
- other policies relating to information security, safeguarding and the use of technology.

2. What personal information we collect

We may collect, use, store and share personal information about parents, carers and legal guardians including:

- name and title;
- address;
- telephone numbers;
- email addresses;
- preferred contact methods;
- relationship to the child;
- information about parental responsibility;
- emergency contact information;
- information about court orders or restrictions relating to contact with a child;
- identification information where required;
- correspondence with the school;
- records of meetings and communications;
- information provided during admissions;
- payment and financial information where relevant to school services;

- information about applications for or use of school services, clubs, wraparound provision or other activities;
- information supplied to support a child's educational, medical, pastoral or safeguarding needs;
- information about accessibility or communication requirements;
- information relating to complaints, concerns or incidents; and
- other information necessary for the school to carry out its functions.

Where necessary, we may also process special category personal data, for example information relating to health, disability, racial or ethnic origin, religious or philosophical beliefs, or information required in connection with safeguarding or legal matters.

We may also process information relating to criminal offences where this is necessary and legally permitted.

3. Where we obtain information from

We normally collect information directly from parents, carers or legal guardians.

We may also receive information from:

- your child;
- the child's previous or future school;
- Peterborough City Council or another local authority;
- the Department for Education;
- health services;
- social care;
- safeguarding agencies;
- the police;
- courts or tribunals;
- other public bodies;
- professionals supporting your child;
- organisations providing services to the school; and
- information you have already provided to us.

4. Why we use your information

We use parent/carer information to enable us to run the school effectively and meet our legal and educational responsibilities.

This includes:

Communication

We use contact information to:

- communicate with you about your child;
- provide school information and notices;
- arrange meetings;
- respond to enquiries;
- provide emergency communications;
- send information through approved school communication systems; and
- keep contact and emergency information accurate.

Safeguarding and welfare

We may use your information to:

- protect children from harm;
- respond to safeguarding concerns;
- support a child's welfare;
- work with Children's Social Care, the police and other agencies;
- manage emergency situations; and
- comply with our safeguarding duties.

Admissions and school administration

We use information to:

- administer admissions;
- maintain waiting lists;
- confirm parental responsibility;
- manage school records;
- arrange educational activities and visits;

- administer clubs and wraparound services;
- manage payments and accounts where relevant; and
- meet statutory reporting requirements.

Legal and regulatory responsibilities

We may use information to:

- comply with legal obligations;
- respond to courts, tribunals or statutory bodies;
- support investigations;
- respond to complaints;
- meet safeguarding requirements;
- comply with education legislation; and
- exercise or defend legal rights.

5. Our lawful bases for using your information

We will only use personal data where the law allows us to.

The lawful bases we may rely upon include:

- legal obligation – where the law requires us to process information;
- public task – where processing is necessary for the performance of a task carried out in the public interest or under official authority;
- consent – where we have asked for and received your permission for a particular use;
- vital interests – where processing is necessary to protect someone's life in an emergency;
- contract, where applicable; and
- other lawful bases where permitted by data protection law.

Where we rely on consent, you may withdraw that consent at any time. Withdrawal of consent does not affect processing that took place before consent was withdrawn.

We will not ask for consent where the law provides another appropriate lawful basis.

6. Special category and criminal offence data

Where we process special category personal data, we will identify both:

1. an Article 6 lawful basis; and
2. an appropriate Article 9 condition, and where required, an additional condition under the Data Protection Act 2018.

Where we process information relating to criminal convictions and offences, we will ensure that the additional legal requirements for that information are met.

7. Information we share

We do not routinely share parent/carer information with third parties unless there is a lawful reason to do so.

Depending on the circumstances, we may share information with:

- Peterborough City Council or another local authority;
- the Department for Education;
- other schools;
- health services;
- Children's Social Care;
- safeguarding partners;
- the police;
- courts and tribunals;
- Ofsted;
- examination or assessment organisations;
- professional advisers;
- service providers and contractors working for the school;
- IT and communication providers;
- catering or wraparound providers where necessary;
- research or survey organisations where permitted; and
- other organisations where the law requires or permits disclosure.

We will share only information that is relevant and necessary for the purpose.

In safeguarding matters, information may be shared without parental consent where this is lawful and necessary to protect a child or another person.

8. Department for Education

The school is required to provide certain information to the Department for Education through statutory data collections.

Where parent/carer information forms part of such a statutory collection, it will be shared in accordance with the relevant legislation and DfE requirements.

The Department for Education also publishes its own privacy information explaining how information provided through education data collections is used.

9. Photographs and videos

The school may take photographs and videos as part of:

- teaching and learning;
- school events and performances;
- educational visits;
- sporting activities;
- assessment and record keeping;
- safeguarding;
- celebrating pupil achievements; and
- school communications and publicity.

Photographs and videos of identifiable people are personal data.

The school will use an appropriate lawful basis for each purpose.

Where consent is required or relied upon, this will be obtained and recorded appropriately.

You may be asked to indicate whether photographs or videos of your child can be used in particular ways, such as the school website or social media.

Where restrictions relating to your child exist, including safeguarding or court-order restrictions, you should inform the school immediately.

10. Filtering and monitoring

The school uses filtering and monitoring arrangements on school-managed systems to help protect pupils and staff and to support online safety.

Depending on the systems in use, this may involve monitoring information such as:

- websites accessed;
- searches;
- files or content;
- online activity;
- chat or communication activity;
- system alerts; and
- information identified by automated filtering or monitoring tools.

Monitoring information is accessible only to authorised individuals and relevant technical support staff.

The purpose is to:

- protect pupils from harmful or illegal content;
- identify safeguarding concerns;
- support the school's online safety responsibilities; and
- maintain the security of school systems.

Where monitoring identifies a safeguarding concern, relevant information may be transferred to the school's safeguarding records.

Monitoring information will only be retained for as long as necessary and in accordance with the school's Data Retention Policy.

11. Artificial intelligence and digital technology

The school may use approved digital services and AI-enabled technologies where they support education or school administration.

Before using a system involving personal data, the school will consider:

- the purpose of the processing;
- security;
- lawful basis;

- data sharing;
- retention;
- international transfers;
- whether a Data Protection Impact Assessment is required; and
- the provider's data protection arrangements.

The school will not knowingly enter confidential or unnecessary personal information into an AI system.

Where automated tools are used, they will not replace appropriate professional judgement in significant decisions about pupils or families.

12. How long we keep your information

We will not retain your personal information for longer than is necessary.

Different types of information are retained for different periods.

The school's Data Retention Policy and Data Retention Schedule explain the retention periods that apply to different categories of information.

Some information may need to be retained after your child leaves the school where this is necessary for:

- legal obligations;
- safeguarding;
- financial or audit purposes;
- responding to legal claims;
- maintaining appropriate school records; or
- other legitimate statutory or operational purposes.

When information is no longer required, it will be securely deleted, destroyed or anonymised.

13. Where we store your information

Information may be held:

- electronically;
- in paper records;

- in school management information systems;
- in approved cloud-based systems;
- within email and communication systems;
- in safeguarding systems;
- on approved school devices; and
- by service providers acting on the school's behalf.

We use appropriate technical and organisational measures to protect information from loss, misuse, unauthorised access or inappropriate disclosure.

14. International transfers

Where personal data is transferred outside the United Kingdom, the school will ensure that the transfer complies with applicable data protection law and that appropriate safeguards are in place.

15. Your data protection rights

Depending on the circumstances, you may have rights including:

- the right to be informed;
- the right to access your personal data;
- the right to have inaccurate information corrected;
- the right to request erasure;
- the right to restrict processing;
- the right to object to certain processing;
- the right to data portability; and
- rights relating to certain forms of automated decision-making.

These rights are subject to legal conditions and exemptions.

To exercise your rights, please contact the school or our Data Protection Officer.

16. Access to your child's information

Parents and carers do not automatically have unrestricted access to all personal information held about their child.

Children have their own data protection rights.

When considering a request made by a parent or carer, the school may consider:

- the child's age;
- their maturity and understanding;
- the nature of the information requested;
- the child's wishes;
- confidentiality;
- safeguarding; and
- any legal requirements or restrictions.

The school will normally support parents and carers to access appropriate educational information about their child, while also protecting the child's own rights and welfare.

17. Subject Access Requests

You can make a Subject Access Request for your own personal information.

Requests can be made verbally or in writing.

Please contact the school or DPO as soon as possible if you wish to make a request.

The school will deal with requests in accordance with current data protection law.

18. Complaints

We take concerns about the handling of personal data seriously.

Please contact the school in the first instance:

St John Henry Newman Catholic Primary School
Aqua Drive
Hampton Water
Peterborough
PE7 8QL

Telephone: 01733 304533
Email: office@stjhn.org.uk

You can also contact our Data Protection Officer:

The ICT Service
Email: dpo@theictservice.org.uk

Telephone: 0300 300 0000, option 1
Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambridgeshire, PE27 5JL

You also have the right to complain to the Information Commissioner's Office (ICO).

The ICO's current helpline is 0303 123 1113.

19. Contact us

For questions about this privacy notice, please contact:

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This notice should be read alongside the school's Data Protection Policy and Data Retention Policy.