



## **PRIVACY NOTICE FOR PUPILS AND PARENTS/CARERS**

This privacy notice explains how Parkgate Primary School collects, uses, stores and shares personal information about pupils and their parents/carers.

### **1. Who we are?**

Parkgate Primary School is the data controller for personal information that it processes about pupils and, where applicable, their parents and carers. The school is responsible for deciding how and why personal information is used and for complying with data protection law.

In some circumstances, Cheshire West and Chester Council may also be a data controller for information it processes for its own statutory functions. Where responsibilities are shared, the school and the council will comply with their respective data protection responsibilities.

### **2. Our Data Protection Officer**

The school has a Data Protection Officer (DPO) who advises the school on compliance with data protection law and monitors compliance.

School Data Protection Officer  
Cheshire West and Chester Council  
4 Civic Way  
Ellesmere Port  
CH65 0BE  
Email: [schoolDPO@cheshirewestandchester.gov.uk](mailto:schoolDPO@cheshirewestandchester.gov.uk)

You can also contact the school at [admin@parkgate.cheshire.sch.uk](mailto:admin@parkgate.cheshire.sch.uk) with questions about this notice or the use of personal information.

### **3. Why do we collect and use personal information?**

We collect and use personal information about pupils and parents/carers to run the school, educate and safeguard pupils, meet our legal responsibilities and carry out our public functions.

- support pupil learning and educational development
- monitor, assess and report on pupil progress and attainment
- provide appropriate pastoral care and support
- safeguard pupils and promote their welfare
- manage attendance and absence
- support pupils with special educational needs and disabilities (SEND)
- manage health, medical and welfare information where necessary

- manage behaviour and disciplinary matters
- communicate with parents and carers, including through Schoolcomms/School Gateway where used
- maintain emergency contact information
- meet statutory and legal obligations
- provide information to the Department for Education (DfE), local authority and other statutory bodies where required
- assess and improve the quality and effectiveness of education and school services
- comply with safeguarding, public health and other legal requirements.

#### **4. What personal information do we collect?**

The school may collect, hold and share the following categories of information, where relevant:

- personal identifiers and contact details, such as name, address and unique pupil number
- characteristics, such as ethnicity, language, nationality, country of birth and eligibility for free school meals
- safeguarding information, including court orders and involvement of relevant professionals
- special educational needs and disability information
- relevant medical, health and welfare information
- attendance information, including sessions attended, absence and reasons for absence
- assessment, attainment and progress information
- behaviour, disciplinary and exclusion information
- information supplied by parents/carers for communication and emergency contact purposes
- information generated through relevant information, learning, safeguarding and monitoring systems.

#### **5. What is our lawful basis for using personal information?**

Data protection law requires the school to identify a lawful basis for each processing activity. The school does not rely on one lawful basis for everything it does.

For many activities connected with providing education and carrying out the school's official functions, the school relies on Article 6(1)(e) of the UK GDPR – processing that is necessary for a task carried out in the public interest or in the exercise of official authority.

Where the law requires the school to process information, the school may rely on Article 6(1)(c) of the UK GDPR – compliance with a legal obligation. Where another lawful basis applies, the school will identify and document it in its records of processing activities.

Where special category information is processed, such as health information or information revealing racial or ethnic origin, the school will also identify an applicable Article 9 condition and, where required, a condition under the Data Protection Act 2018.

The school will only rely on consent where consent is an appropriate lawful basis for the particular processing. Where consent is used, the school will explain what is being consented to and how consent can be withdrawn.

#### **6. Who do we share personal information with?**

We share personal information only where there is a lawful basis to do so and where appropriate safeguards are in place. Depending on the circumstances, we may share information with:

- Cheshire West and Chester Council
- the Department for Education (DfE)
- schools or educational settings that a pupil attends after leaving Parkgate Primary School
- health, social care and other professionals involved in supporting or safeguarding a pupil
- the police, courts, safeguarding partners or other statutory bodies where legally required or permitted
- education, assessment and examination organisations where relevant
- service providers and software suppliers that process information on the school's behalf
- other organisations where disclosure is necessary and lawful to protect pupils or meet a statutory responsibility.

Where a supplier processes personal information on our behalf, the school will use appropriate contractual and security arrangements and will require the supplier to process information only in accordance with our instructions.

## **7. Department for Education and National Pupil Database**

The school is required by law to provide information about pupils to the DfE as part of statutory data collections. These include the School Census and, where applicable, the Early Years Census. Some information collected by the DfE is stored in the National Pupil Database (NPD).

The DfE uses information from educational settings and other sources for purposes including funding, monitoring education policy and school accountability, and supporting research and statistics. The DfE may share information from the NPD where the relevant legal requirements and safeguards are met.

The school's DfE data-sharing arrangements will reflect the information actually collected and submitted through current statutory collections.

## **8. How do we store and protect personal information?**

We take appropriate technical and organisational measures to protect personal information against unauthorised access, loss, misuse, alteration or disclosure. Access is limited to people who need the information for their role.

The school's existing notice identifies: SIMS (School Information Management System); School Comms for parent communications, school dinners/trips; Fischer Family Trust (FFT) for assessment information; Tapestry for Reception, where used; and CPOMS for safeguarding and child protection information.

## **9. How long do we keep personal information?**

We retain personal information only for as long as necessary for the purposes for which it is processed and in accordance with the school's records retention schedule and applicable legal requirements. Different types of records are retained for different periods.

## **10. Will personal information be transferred outside the UK?**

Where personal information is transferred outside the UK, the school will comply with UK data protection law and ensure that an appropriate transfer mechanism and safeguards are in place.

## **11.What rights do pupils and parents/carers have?**

Depending on the circumstances, data protection rights include:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure in certain circumstances
- the right to restrict processing in certain circumstances
- the right to data portability in certain circumstances
- the right to object to certain processing
- rights in relation to automated decision-making and profiling.

These rights are subject to legal conditions and exemptions. For example, erasure does not apply in every situation, particularly where the school has a legal obligation to retain information or where information is required for a public task.

## **12.How can I exercise my rights?**

To request access to personal information or make another data protection rights request, contact Parkgate Primary School at [admin@parkgate.cheshire.sch.uk](mailto:admin@parkgate.cheshire.sch.uk). You may also contact the DPO using the details in section 2.

If you request access to your child's educational record, the school will also follow the applicable requirements for access to educational records.

## **13.Data protection complaints**

If you are concerned about how the school has collected, used, stored or shared your personal information, please contact the school at [admin@parkgate.cheshire.sch.uk](mailto:admin@parkgate.cheshire.sch.uk) or contact the DPO.

The school has a process for handling data protection complaints. We will acknowledge a data protection complaint within 30 days and will take appropriate steps to investigate and respond without undue delay, keeping you informed and explaining the outcome.

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

Information Commissioner's Office (ICO)  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Telephone: 0303 123 1113  
Website: <https://ico.org.uk/>  
Concerns: <https://ico.org.uk/concerns/>

## **Legal and guidance basis**

This notice has been drafted with reference to the Department for Education's current privacy-notice guidance and model documents for 2026/27, the UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025 as reflected in current DfE guidance.