SS Peter & Paul
CATHOLIC PRIMARY SCHOOL

Privacy Notice for Parents and Carers

Approved by	**Full Governing Body**
Date approved	**September 2024**
Last reviewed on	**October 2026**
Next review due by	**September 2027**
Policy lead	**Headteacher, advised by the Data Protection Officer**
Version	**2.0 (supersedes version 1.0, September 2024)**

'Learning Together, Achieving Together in Christ'

Version control

Version	Date	Summary of changes	Approved
1.0	September 2024	Privacy notice for parents and guardians.	FGB
2.0	October 2026	Moved to the school policy template. Corrected references copied from an independent-school model (the Independent Schools Inspectorate). Lawful bases restated for a maintained school. Added the school's identity as data controller, DPO contact, categories of data, the right to complain to the school (Data (Use and Access) Act 2025) and to the Information Commission, UK rules on international transfers, and retention. Removed outdated text referring to May 2018 and the European Commission adequacy list.	**[CONFIRM: FGB approval date]**

1. About This Notice

This notice explains how SS Peter & Paul Catholic Primary School collects and uses personal information about you as the parent or carer of a pupil, and the choices you can make about your own information. A separate notice explains how we use information about pupils.

SS Peter & Paul Catholic Primary School, Cricket Green, Mitcham CR4 4LA, is the data controller for the information in this notice. This means we decide how and why your information is used. The Governing Body is responsible for the school's compliance with data protection law.

If you have any questions about this notice, please contact the Headteacher through the school office (office@sspp.merton.sch.uk, 020 8648 1459) or our Data Protection Officer: **Kristina Rodriguez (SBM) or School Pro Ltd.**

2. What Personal Information We Hold

Personal information is information that identifies you as an individual. The information we hold about you may include:

- your name, address, email address and telephone numbers, and your relationship to your child;
- emergency contact details and information about who has parental responsibility;
- information about family circumstances that might affect your child's welfare or happiness;
- financial information, for example about payments for meals, clubs, trips and wraparound care, and eligibility for free school meals;
- information about your religion, where you provide it as part of an admission application to a Catholic school;
- information about court orders, and in some cases criminal matters, where this is needed to safeguard your child or other children;
- images of you captured by CCTV, and photographs or video taken at school events;
- records of your communications with the school.

3. Where Your Information Comes From

We obtain information about you from admission forms, from your child's previous school or nursery, and from you directly. We may also receive information from professionals such as doctors, from the local authority, from social care services and from the police.

4. How and Why We Use Your Information

Our main reason for using your personal information is to provide an education for your child and to keep your child safe. We use it to:

- contact you about your child, including in an emergency;
- safeguard your child and the other pupils at the school;
- manage admissions, attendance and the school's statutory returns;
- manage payments for meals, clubs, trips and wraparound care;

- keep you informed about what is happening at school, including events, fundraising and the school newsletter;
- keep the school site safe, including through CCTV, which is never used in private areas such as toilets;
- celebrate school life and tell prospective families about the school, using photographs and video where you have given consent;
- meet our legal obligations, and establish, exercise or defend legal claims;
- for historical research and statistical purposes, where appropriate safeguards are in place.

Photographs and video of school events may continue to be used after your child has left the school if you consented to this. You can withdraw that consent at any time.

5. Our Lawful Bases

Data protection law requires us to have a lawful basis for each way we use your information. As a maintained school, we mainly rely on:

- **Public task:** processing is necessary to carry out our functions as a school, including educating your child, safeguarding and promoting the welfare of pupils, running the school efficiently, and promoting the school as a Catholic school serving its community.
- **Legal obligation:** processing is necessary to comply with the law, for example reporting a concern about a child's welfare to children's social care, or disclosing information to a court, the local authority or the police where we are legally required to.
- **Consent:** for example, using photographs of you on the school website or social media. Where we rely on consent, you can withdraw it at any time. Using your information before you withdraw consent remains valid.
- **Vital interests:** to protect someone's life, for example if a person is seriously hurt and cannot give consent.
- **Contract:** where you pay for services such as wraparound care or clubs.

Where we use special category information, such as religion, ethnicity or health, we also rely on an additional condition, most commonly substantial public interest (including safeguarding and statutory purposes), the establishment, exercise or defence of legal claims, vital interests, or your explicit consent.

6. Who We Share Your Information With

We only share your information where the law allows it. We may share it with:

- the London Borough of Merton, for example for admissions, attendance, safeguarding and free school meals;
- the Department for Education, where the law requires it;
- children's social care, health services and the police, for example where we have a safeguarding concern or are legally obliged to;
- Ofsted and the Catholic Schools Inspectorate, during inspections;
- the Archdiocese of Southwark, as trustee of the school;

- our legal advisers and insurers, for example where there is a serious incident or a claim;
- consultants, experts and advisers who help the school meet its obligations, where this is relevant to their work;
- service providers who process data for us, such as the school's management information system and communication app (Arbor), payment systems and IT providers, under contracts that protect your data;
- another school your child moves to, for example details of family circumstances for safeguarding reasons;
- other members of your family, such as another parent with parental responsibility, where this is part of our obligation to look after your child;
- emergency services, if you are hurt or unwell on the school site.

7. Transfers Outside the UK

Some of the services we use may store information outside the UK, for example in cloud storage. Where this happens, we make sure the transfer is lawful under UK data protection law. This means the country is covered by UK adequacy regulations or appropriate safeguards are in place, such as the UK International Data Transfer Agreement. You can ask us for details of the safeguards we use.

8. How Long We Keep Your Information

We keep your information for as long as we need it to educate and look after your child, and for some time afterwards, in line with our retention schedule. This is based on the Information and Records Management Society Records Management Toolkit for Schools. In some cases we keep information for longer, for example where it relates to safeguarding or a legal claim, but only where data protection law allows.

9. Your Rights

You have the right to:

- ask for a copy of the information we hold about you (a subject access request), together with information about why we use it, where it came from and who we have shared it with;
- ask us to correct information that is wrong or incomplete;
- ask us to delete information in certain circumstances, for example where we no longer need it;
- ask us to restrict how we use your information, for example while we check whether it is accurate;
- object to us using your information in certain circumstances;
- ask us to transfer information you have given us to another organisation in a format that can be read by computer, where this right applies;
- withdraw your consent at any time, where we rely on consent.

You can also tell us at any time that you do not want to receive information about school events or fundraising, or that you do not want your information used to celebrate the school's successes or to tell prospective families about the school. We will stop if you ask us to.

To exercise any of these rights, please contact the Headteacher or our Data Protection Officer.

10. Complaints

If you are unhappy with the way we have used your personal information, please tell us first. Under the Data (Use and Access) Act 2025, you have the right to complain to the school. We will acknowledge your complaint within 30 days, look into it without undue delay and tell you the outcome.

If you are not satisfied with our response, you can complain to the Information Commission (formerly the Information Commissioner's Office) at ico.org.uk or on 0303 123 1113.

11. Changes to This Notice

We review this notice each year and update it when the way we use information changes. The current version is always available on the school website.