



**Be . Build . Become**

*'Encourage one another and build each other up.'* Thessalonians 5:11

## **Privacy Notice for Parents/Carers – Own Data**

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 you.

We, Bloxham CE Primary School, are the 'data controller' for the purposes of data protection law.

Our Data Protection Lead service is provided by Lucy McKenna, School Business Manager (see 'Contact us' below).

### **The personal data we hold**

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

- Contact details and communication preferences
- Bank or payment details
- Photographs

We may also collect, store and use information that falls into special categories of more sensitive personal data, such as family circumstances, health information, or details of support received.

In some cases, parents and carers may provide their personal information directly to approved third-party providers — for example, when registering with catering, payment, or photography services.

### **Why we use this data**

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about school events and operations

- Process payments for services and clubs
- Provide appropriate pastoral care
- Protect pupil welfare
- Comply with our legal and statutory obligations

### **Legal basis for processing**

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

- We need to comply with a legal obligation
- We need to perform an official task in the public interest
- We need to fulfil a contract we have entered into with you

Less commonly, we may process your data based on consent, to protect vital interests, or under legitimate interests.

### **Data sharing**

We do not share information about you with any third party without consent unless the law and our policies allow us to do so. Where legally required, we may share data with the Local Authority, Ofsted, the DfE, or external professionals such as health and welfare services.

### **Your rights**

Under data protection law, you have rights to access, correct or delete your personal data, restrict processing, and object to certain uses of your data. You may also request a copy of the data we hold about you (a 'Subject Access Request').

### **Complaints**

We take any complaints about our data use seriously. If you have a concern, please contact the Data Protection Lead in the first instance. You can also contact the Information Commissioner's Office at [ico.org.uk](http://ico.org.uk) or call 0303 123 1113.

### **Contact us**

If you have any questions, please contact:

Data Protection Lead: Lucy McKenna (School Business Manager)

Email: [office.3064@bloxham-pri.oxon.sch.uk](mailto:office.3064@bloxham-pri.oxon.sch.uk)

Tel: 01295 720224