

Himbleton CE Primary School and Nursery



***Nurture, Nature, Knowledge:
Enabling inquisitive thinkers and inspired learners with kind
hearts.***

"Faith, Hope, Love...the greatest of these is Love." (Corinthians 13:13)

"So in everything, do unto others what you would have them do to you." (Matthew 7:12)

"Wise men and women are always learning, always listening for fresh insights." (Proverbs 18:15)

Parent and Carer Privacy Notice 2025 – 2026

September 2025

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Introduction

Under UK data protection law, individuals have a right to be informed about how our 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 and carers of pupils at our school**.

We, Himbleton CE Primary School and Nursery, Neight Hill, Himbleton, Droitwich, Worcestershire, WR9 7LE. 01905 391231, are the 'data controller' for the purposes of UK data protection law.

The Personal Data we Hold

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

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Bank details
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Photographs and CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools and local authorities.

Why We Use This Data

We collect and use the data listed above to:

- a) Report to you on your child's attainment and progress
- b) Keep you informed about the running of the school (such as emergency closures) and events, including through Class Dojo
- c) Process payments for school services and clubs
- d) Provide appropriate pastoral care
- e) Protect pupil welfare
- f) Administer admissions' waiting lists

- g) Assess the quality of our services
- h) Carry out research
- i) Comply with our legal and statutory obligations
- j) Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by selecting the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

Use of your personal data in automated decision-making and profiling

We do not currently process any parents' or carers' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Use of your personal data for filtering and monitoring purposes

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. Child Protection Policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)
- Protect your child's welfare

Our Lawful Basis for Using this Data

We only collect and use pupils' 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 pupils' personal data in situations where:

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

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time.

We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way;
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law;
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent;
- The data concerned has already been made manifestly public by you;
- We need to process it for the establishment, exercise or defence of legal claims;
- We need to process it for reasons of substantial public interest as defined in legislation;
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law;
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law;
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent;
- The data concerned has already been made manifestly public by you;
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights;
- We need to process it for reasons of substantial public interest as defined in legislation.

Collecting this Data

We will only collect and use your data when the law allows us to. While the majority of information we collect about 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 you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies

- Your children
- Police forces, courts or tribunals
- Other schools and trusts

How We Store This Data

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations or to meet our regulatory requirements. Our records management policy sets out how long we keep information about parents and carers.

If you wish to view the records management policy, please contact the school office – office@himbleton.worcs.sch.uk

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer have a legal requirement to retain it.

Who We Share Data With

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. We recognise that certain types of personal information are more sensitive (described as “special categories” of personal information in data protection law as described above) and we take extra safeguards when considering whether to share that information.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with a number of other organisations including:

- Local authorities – to meet our legal obligations to share certain information, such as safeguarding concerns and exclusions, or to enable us to access support for a pupil’s needs;
- The Department for Education and other Government departments or agencies – to meet our legal obligations to share certain information, such as pupil attainment, pupil social and economic background, pupil nationality and immigration status;
- The pupil’s family and representatives – to enable us to provide education and welfare support and services to our pupils;
- Educators and examining bodies – to enable us to deliver our curriculum and provide teaching, assessment and general educational support to our pupils;
- Our regulator, Ofsted – to enable us to meet the Government’s standards for schools;
- Health authorities, health and social welfare organisations and charities and voluntary organisations- to enable us to meet the care, welfare and educational needs of our pupils;
- Police forces, courts, tribunals – to support the prevention and detection of crime and to support the administration of criminal and civil justice;
- Suppliers and service providers – to enable them to provide the service we have contracted them for;
- Financial organisations – to enable us to process payments relating to pupils or access funding to support pupils;

- Our auditors – to enable us to demonstrate compliance with legal or regulatory requirements;
- Professional advisers and consultants – to support any aspect of the school’s operations which requires third party expertise;
- Professional bodies – to enable our employees to develop and fulfil their professional responsibilities at the school;
- Survey and research organisations – to promote and gain a greater understanding of the educational attainment and wellbeing of our pupils and of teaching excellence.

Transferring data internationally

We may, on occasion, share your data internationally, for instance if your child moves school internationally. Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census. Some of this information is then stored in the [National Pupil Database \(NPD\)](#), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards. The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the [Department’s webpage](#) on how it collects and shares research data. You can also contact the [Department for Education](#) with any further questions about the NPD.

Your Rights

How to access personal information that we hold about you

You have a right to make a ‘**subject access request**’ to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it;
- Tell you why we are holding it, how we are 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;
- 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 the 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 us (see 'Contact us' below).

Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data where it is likely to cause, or is causing damage or distress;
- Prevent your data being used to send direct marketing;
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person);
- In certain circumstances, have inaccurate personal data corrected or blocked;
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing;
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose;
- In certain circumstances, be notified of a data breach;
- Make a complaint to the Information Commissioner's Office;
- Claim compensation for damages caused by a breach of the data protection regulations .

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task;
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests;
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

See information on types of lawful basis in previous sections of this privacy notice.

To exercise any of these rights, please contact us (see 'Contact us' below).

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 concerns about our data processing, please raise this with us in the first instance. You can make a complaint to us at any time by contacting the Headteacher/Data Protection Officer, Mrs Kirsty Shaw, through the school office.

Alternatively, you can make a complaint at any time to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- 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 or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Mrs Kirsty Shaw – Headteacher

office@himbleton.worcs.sch.uk

01905 391231

Monitoring and Review

This policy will be reviewed biennially by the headteacher. Any changes made to this policy will be communicated to all stakeholders.

The scheduled review date for this policy is **September 2027**.