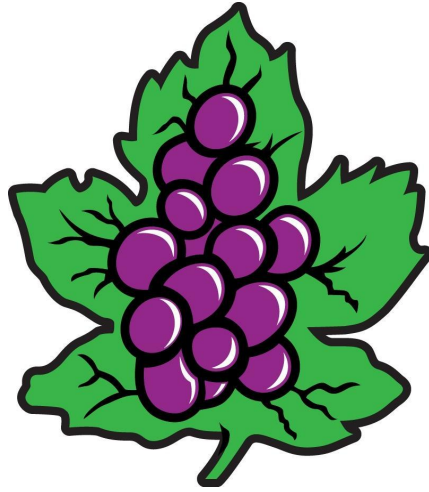


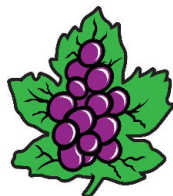


Kerem School (including EYU)

Privacy Notice for Parents

Approved by:	Compliance Committee	Date: December 2019
--------------	----------------------	---------------------

Last reviewed on:	August 2026	Next review due by: August 2027
-------------------	-------------	---------------------------------



KEREM SCHOOL

(This policy also applies to the Early Years Foundation Stage)

Privacy Notice for Parents

Kerem School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about parents, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

Who Collects This Information

Kerem School is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about parents.

The Categories of Parent Information That We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about parents:

- Names, addresses, telephone numbers, e-mail addresses and other contact details (in case of emergencies);
- Records of past, present and prospective parents relating to admissions (eg, information as provided by you in your child’s Application Form, which includes your nationality, religion, occupation and marital status)
- Information as provided by you in any other form, completed as new parents;
- Safeguarding information, including Court orders;
- Images of parents engaging in school activities, and images captured by our CCTV system.

Collecting This Information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Why we need to process personal data

To operate as a school, we need to process a wide range of personal data about individuals (including current, past and prospective parents). Some of this activity we will need to carry out in order to fulfil our legal rights, duties or obligations, including those under any contracts.

We may also have a “legitimate interest” in using personal data. We expect that the following uses will fall within the category of our “legitimate interests”:

- for the purposes of pupil admission (and to confirm the identity of prospective pupils and their parents);
- to provide education services to pupils and monitor their progress. This includes musical education and extra-curricular activities (although in some cases this is done directly between parents and providers);
- to maintain relationships in the school community, eg, sharing of class list
- to make use of photographic images of pupils & parents in school publications, for example in newsletters/school magazines, on our school website and (where appropriate) on our social media channels in accordance with our procedures for taking, storing and using images;
- for security and critical incident purposes, including CCTV;
- to record and respond to disciplinary matters and, where appropriate, engage with relevant authorities;
- to record and respond to complaints and, where appropriate, engage with relevant authorities; and
- to seek professional advice if required, for example, from lawyers.
- to obtain insurance and deal with any insurance claims;
- where otherwise reasonably necessary for school purposes.

We may also need to process **special category personal data** (for example, health, ethnicity or religion). The reasons why we may process this data include:

- to provide a Jewish education in our remit as a faith school
- to safeguard pupils' welfare and provide appropriate pastoral (and where necessary, medical) care;
- to respond to an emergency, incident or accident, which may also require us to share medical or safeguarding information with other relevant people, such as the police or social services;
- to enable us to respond to a complaint or disciplinary matter where, for example, it relates to a safeguarding matter.
- for other legal and regulatory purposes (for example, diversity monitoring and health and safety) and to comply with our legal obligations and duties of care.

How we use your information

We collect and hold personal information relating to our parents in order to:

- support your child(ren's) learning
- monitor and report on your child(ren's) progress
- provide appropriate care for your child(ren);
- assess the quality of our services; and
- to comply with our legal requirements.

Generally, we receive personal data from parents directly. This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written communications). However, in some cases, personal data will be supplied by third parties.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of a legal obligation to which we are subject, for example, our legal duty to safeguard pupils.
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils or
- The processing is necessary for the performance of our education function, which is a function in the public interest.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

Occasionally, we will need to share your personal information with third parties, such as:

- Professional advisers (e.g. lawyers and insurers);
- Government authorities (e.g. DfE, police or the local authority); and
- Appropriate regulatory bodies (e.g. the Independent Schools Inspectorate).

Your personal information may also be shared with the following people or current providers (the data in each case is relevant to the running of that particular service or has been agreed to be shared in the general consent form):

- school staff and governors
- peripatetic teachers and club providers
- the wider school community (other parents in your class and specific event organisers)
- healthcare, social/welfare professionals, where necessary (including the police and children's social care)
- destination school, upon leaving Kerem School

Storing Parent Data

The School keeps information about parents on computer systems and sometimes on paper.

Except as required by law, the School only retains information about parents for as long as necessary in accordance with timeframes imposed by law and our internal policy. If you require further information about our retention periods, please contact the School office who can provide you with a copy of our policy.

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). These include lockable cupboards, encrypted emails and password-protected devices and documents.

Requesting Access to Your Personal Data and your other rights in relation to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, please contact the Headteacher in writing.

The school will endeavour to provide the information without undue delay and normally within one month of the request; however, in certain circumstances, we may be able to extend the time to provide the information by two further months. If that is the case, we will write and let you know. You also have the right to: -

- Object to the processing of personal data that is likely to cause, or is causing damage or distress
- Prevent processing for the purposes of direct marketing
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the data protection regulations
- In certain circumstances, have your personal data erased or transmitted to another data controller

If you want to exercise any of the above rights, please contact the Headteacher in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to Withdraw Consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Headteacher. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the Headteacher in the first instance.

Complaints

You can complain about how we are processing your personal information by raising an issue with our DPL or by following the procedures provided in our Complaints Policy (available on our school website and on request from the school office). If you are not happy with our answer then you can complain to the Information Commissioner's Office: <https://ico.org.uk/concerns>.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

More information about your rights and how we process personal data is provided in our data protection policies (available on our school website and on request from the school office).

Other important policies

Alongside this policy, you should read the

- Parent contract;
- Pupils' Privacy Notice;
- Data breach policy;
- Data Retention Policy;
- Procedures regarding photographs;
- Safeguarding, health & safety and complaints policies; and
- IT policies & guidelines, including Acceptable Use & E-Safety

