



Parent / Carer Privacy Notice

What type of data is collected?

We will collect, hold, share and otherwise use the following information about you:

- Personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details)
- Financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend the School site
- Your relationship to your child, including any Court orders that may be in place
- Child Protection and Safeguarding information

Why do we collect data?

We will process your personal data for the following reasons:

- To comply with our legal duty in providing reports and other information in relation to your child's education
- To comply with our legal duty in safeguarding all children in our care
- To assist Government agencies including the police
- To provide or obtain additional services including advice and/or support for your family
- To support pupil learning
- To comply with our legal obligations to share data
- To maintain our own accounts and records
- To share your contact details with the DFE and Local Authority so they can keep you informed on statistical research activities and in which you may be interested
- Where the law otherwise allows us to process the personal data as part of our functions as a Primary School, or we are carrying out a task in the public interest, including:
 - To confirm your identity
 - To communicate with you regarding your child's education
 - To safeguard you, our pupils and other members of our community

- To provide you with regular news and event updates from school

Our Legal Obligations

We must make sure that information we collect and use about pupils is in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual, we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Article 6 and Article 9 of the UK GDPR.

The Department for Education and Local Authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

We also share information about pupils who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information, for example school nurses may visit the school.

Counselling services, careers services, occupational therapists are the type of people we will share information, so long as we have consent or are required by law to do so.

We must keep up to date information about parents and carers for emergency contacts.

Where do we get your personal data from?

We will obtain an amount of your personal data from you when your child joins the School

Information will be gathered when you attend the School site for example on our signing in system and on CCTV system.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

Storing parent / carer data

We hold parent and carer data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our data protection policy.

Why do we use special category personal data?

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary in order to ensure your health and safety whilst on our school site, including making reasonable adjustments for any disabilities you may have.
3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

Failure to provide this information

If you fail to provide information to us, we may be prevented from complying with our legal obligations.

Who will we share your personal data with?

- The Department for Education (DfE) and Local Authority
- External providers such as ParentMail and Class Dojo, to enable us to communicate effectively with parents and carers.
- Online payment processing providers to enable you to make convenient online payments to school
- Schools that our pupils attend after leaving us
- The school nurse / NHS / Health and other professionals working with specific pupils
- Early Intervention Team
- CPOMS – software application to record child protection issues and SEN needs and referrals
- Tapestry – online learning journal – child's learning journey, parents/carers email addresses

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about Bolton Local Authority's data sharing process, please visit: <https://www.bolton.gov.uk>

Requesting Access

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact: *Mrs C Greenhalgh, School Business Manager, Egerton CP School 01204 333530*

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting *Mrs C Greenhalgh, School Business Manager, Egerton CP School 01204 333530*

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 22nd April 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Harwood Data
Mrs K Wilkinson
Email kathrynewilkinson@hotmail.co.uk
Tel 07847 378225

More information about Data Protection and our Policies

How we manage the data and our responsibilities to look after and share data is explained in our Data Protection policy and connected policies which are also available on our website.