

Dover Grammar School for Girls Parent / Carer Privacy Notice



Signatures:

Headteacher _____ Date _____

Chair of Committee _____ Date _____

Chair of Governors _____ Date _____

Data Protection Officer _____ Date _____

This document was adopted by the Governing Body in May 2018

Reviewed: 2019, 12th October 2020

Next Review: 2021

Dover Grammar School for Girls

Parent / Carer Privacy Notice



Privacy Notice – How we use the information

Why do we collect and use this information

We comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We use parent / carer contact data:

- To ensure that the wellbeing of the students is paramount
- To comply with the law regarding data sharing
- To enable us to report to parents on their daughter's/ son's progress
- To communicate on all issues relating to their daughter's / son's progress
- To ensure that we can contact relevant adults when a student is taken ill, for trips and attendance enquiries
- To be able to gather relevant information about the students

Categories of parent information that we collect:

- Personal information (such as name, address, contact telephone numbers, e-mail addresses and work details)
- Household income for bursary applications

Storing this information:

Dover Grammar School for Girls keeps information about you on computer systems and also on paper.

We hold your data records securely and retain them in conjunction with the students file.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure your daughter / son stays safe and healthy or we are legally required to do so.

We may share your data with:

- Social Services
- Police
- KCC
- School Nurses
- ChYPMHS
- Early Help

Dover Grammar School for Girls

Parent / Carer Privacy Notice



Why we share information:

- To comply with safeguarding procedures
- To ensure the wellbeing of the students

Requesting access to your personal data

Under data protection legislation, parents, carers and students have the right to request access to information about them that we hold. To make a request for your personal information, contact the School's Data Protection Officer, Mr Paul Potts, dpo@dggs.kent.sch.uk

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing: object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and claim compensation for damages caused by a breach of the Data Protection regulations
- If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to get a copy of the information about you that KCC shares with the DfE or post-16 providers or how they use your information, please contact:

Information Resilience & Transparency Team

Room 2.71
Sessions House
Maidstone, Kent
ME14 1XQ

You can also visit the KCC website if you need more information about how KCC use and store your information. Please go to: <http://www.kent.gov.uk/about-the-council/contact-us/access-to-information/your-personal-information>

To contact DfE: <https://www.gov.uk/contact-dfe>

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

The School's Data Protection Officer, Mr Paul Potts, dpo@dggs.kent.sch.uk