

A quick guide to Data Protection at Harewood Junior School:

In order to provide your child with the best education possible and to meet their particular needs, school collects and holds personal information about your child and family. This also enables us to meet the legal requirements on schools.

Parents/Carers provide us with the information we need when a child first joins the school through the Admissions Booklet. Periodically, we check that the information we hold is accurate by asking you to verify the details on our information system at Drop-ins, Structured Conversations or Parents' Evenings. If you change your address or contact details at any point in the year, please do inform the school office as not only is it a legal requirement that we have this information but in the event of your child being poorly or having an accident, we need to be able to get in touch with you.

In addition to this personal information, school also records each child's academic achievements and progress as well as their academic, social and emotional development. We share this with you through our termly Progress Reports and the Annual Report.

Schools have always had to hold the information you give us securely and we can only share it with the other agencies working with children and families, such as Social Care, Early Help, Health or the Police, if you have given consent or if there is a safeguarding concern or criminal activity that overrides your right to confidentiality. This is one of the reasons that we ask you to register with Parentmail and notify them of changes to your phone number or email address as we cannot pass the information onto a third party. When your child moves onto a new school - wherever that is in the country - we pass on all the information we hold as per our duty of care.

As with all bodies who collect and hold information, we are constantly striving to ensure that we engage in best practice as well as meet the Data Protection Regulations that are currently in force and we use the Data Protection Officer at Gloucestershire County Council to help us do this. We also are registered with The Information Commissioner's Office (ICO) and use their guidance to help us comply with all regulations.

This guide serves as the school's Privacy Notice to parents and carers, however you can see our full Data Protection Policy, should you wish, by contacting the school office.