

Privacy Notice – Parent Data

UK General Data Protection Regulations (GDPR) 2018

The Westcountry Schools Trust (WeST) is the Data Controller for the purposes of the GDPR regulations.

The term 'parent' is used here as defined in section 576 of the Education Act 1996.

- A parent of a pupil
- Any person who is not a parent of a pupil but who has parental responsibility for the pupil
- Any person who has care of a pupil

Personal data is held by each member school of the Westcountry Schools Trust (WeST). Parent data assists in the smooth running of the school and is used to support pupil's wellbeing and learning.

The categories of parent information that we collect, hold and share include:

- Personal information (such as name, gender and address)
- Contact details (such as e-mail address, telephone number, occupation or place of work)

Why we collect and use this information

We use the data:

- to provide appropriate pastoral care to all pupils
- to assess the quality of our services
- to comply with the statutory requirements regarding reporting student attendance and progress
- to ensure that there is effective communication between school and home
- to allow specific support / services to be appropriately signposted
- to facilitate to provision of specific services as required by the government
- to ensure appropriate contact in case of emergency

The lawful basis on which we use this information

WeST Schools process parent information under article 6 (e) of the UK GDPR regulations where processing is necessary for the performance of a task carried out in the public interest. WeST schools do not routinely process sensitive data relating to parents/carers.

[Lawful basis for processing | ICO](#)

Collecting parent information

Whilst the majority of parent 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 information to us or if you have a choice in this.

Storing parent data

WeST schools hold parent data for a set period in line with the recommendations provided by the Information and Records Management Society. Please contact the Data Protection Officer if you would like more information about the retention periods being applied.

Who we may share parent information with

Schools use a range of trusted service providers to help support the smooth running of education systems. We routinely share parent information with:

- Other WeST schools when a pupil transfers or as the result of an in year school move
- schools that the pupil's attend after leaving a WeST school
- our local authority and approved LA partners
- Approved public service partners (NHS, Police, social services)
- Management Information Software suppliers and associated programmes including but not limited to ESS Education Services (SIMS), Parentpay Ltd, Groupcall Ltd, Wonde.
- Organisations contracted to provide national and local programmes to support learners in WeST schools e.g. Department for Education, National Tutoring Programme, careers service providers.

Why we share parent information

We only share parent information where data sharing allows and where this information is required to ensure the effective, efficient learning and support for our learners. We do not share information about our parents with anyone without specific consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, parents have the right to request access to information about them that we hold. To make a request for your personal information, your local contact is the WeST Data Protection Officer (DPO). Requests should be made in writing, a form is provided on the GDPR pages on the Trust website at www.westst.org.uk.

Subject access requests should be submitted to DPO-west@westst.org.uk

Data subject rights

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, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

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

WeST Data Protection Officer: DPO-WeST@westst.org.uk

Or in writing to:

Data Protection Officer
Westcountry Schools Trust
51 Encombe Street
Plymstock
PLYMOUTH
PL9 7GN

Document date: March 2023

Annex A

Westcountry Schools Trust Member	Site Address
Callington Community College	Launceston Road, Callington, Cornwall. PL17 7DR
Coombe Dean School	Charnhill Way, Elburton, Plymouth. PL9 8ES
Morley Meadow Primary School	51 Encombe Street, Plymstock, Plymouth. PL9 7GN
Hele's School	Seymour Road, Plympton, Plymouth. PL7 4LT
Holbeton Primary School	The Square, Holbeton, Devon. PL8 1LT
Ivybridge Community College	Harford Road, Ivybridge, Devon. PL21 0JA
Oreston Community Academy	27 Oreston Road, Plymstock, Plymouth. PL9 7JY
Plymstock School	Church Road, Plymstock, Plymouth. PL9 9AZ
Sherford Vale School	Hercules Road, Sherford, Plymouth. PL9 8FA
Stowford School	Exeter Road, Ivybridge, Devon. PL21 0BG
Wembury Primary School	Knighton Road, Wembury, Plymouth. PL9 0EB
Woodlands Park Primary School	Abbot Road, Ivybridge, Devon. PL21 9TF
Yealmpton Primary School	Stray Park, Yealmpton, Plymouth. PL8 2HF
The Learning Institute	Victoria Beacon Place, Station Approach, Victoria, Roche, Cornwall. PL26 8LG
Boringdon Primary School	Courtland Crescent, Plympton, Plymouth. PL7 4HJ
Chaddlewood Primary School	Hemerdon Heights, Plympton, Plymouth. PL7 2EU
Glen Park Primary School	Glen Road, Plympton, Plymouth. PL7 2DE
Plympton St Maurice Primary School	Plympton Hill, Plympton, Plymouth. PL7 1UB
Woodford Primary School	Litchaton Way, Plympton, Plymouth. PL7 4RR
Ashburton Primary School	Whistley Hill, Ashburton, Newton Abbot. TQ13 7DW
Atrium Studio School	Balland Lane, Ashburton, Devon. TQ13 7EW
Buckfastleigh Primary School	Bossell Road, Buckfastleigh, Devon. TQ11 0DD
South Dartmoor CC	Balland Lane, Ashburton, Devon. TQ13 7EW
Eggbuckland Community College	Westcott Close, Plymouth PL6 5YB
Austin Farm Academy	Delamere Road, Eggbuckland, Plymouth PL6 5XQ
Manor Primary School	Manor Way, Ivybridge PL21 9BG
Ermington Primary School	School Road, Ermington Ivybridge. PL21 9NH
Ugborough Primary School	Ugborough, Ivybridge. PL21 0NJ

Correct at: March 2023