



## **Privacy Notice for Parents and Carers – Use of Your Personal Data**

Under data protection law, individuals have a right to be informed about how Honeywell Schools use any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about parents and carers of pupils at our schools.

Honeywell Schools are the 'data controller' for the purposes of data protection law.

Our data protection officer service is provided by Wandsworth Borough Council (see 'Contact us' below.)

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### **THE PERSONAL DATA WE HOLD**

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Bank details
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This may include information about:

- Information about medical or health conditions that we need to be aware of, including whether or not you have a disability for which the schools need to make reasonable adjustments
- Photographs and CCTV images captured in the schools

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### **WHY WE USE THIS DATA**

The purpose of processing this data is to support Honeywell Schools to:

- Report to you on your child's attainment and progress



- Keep you informed about the running of the schools (such as emergency closures) and events
  - Process payments for school services and clubs
  - Provide appropriate pastoral care
  - Protect pupil welfare
  - Administer admissions waiting lists
  - Assess the quality of our services
  - Carry out research
  - Comply with our legal and statutory obligations
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#### **USE OF YOUR PERSONAL INFORMATION FOR MARKETING PURPOSES**

Where you have given us consent to do so, Honeywell Schools may send you marketing information by email or text promoting Honeywell Schools events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these texts and/or emails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting our data protection officer.

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#### **OUR LAWFUL BASIS FOR USING THIS DATA**

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest
- We need to fulfil a contract we have entered into with you

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect an individual's vital interests (protect their life)
- We have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of your data.

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## **COLLECTING THIS INFORMATION**

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

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## **HOW WE STORE THIS DATA**

Personal data is stored in accordance with our Data Protection Policy.

When your relationship with Honeywell Schools has ended, we will retain and dispose of your personal information in accordance with *the Information and Records Management Society's toolkit for schools*.

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## **DATA SHARING**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Government departments or agencies – to enable them to fulfill their duties
- Our regulator (Ofsted) – to meet our legal obligations to share information such as progress and attainment data, information relating to ethnicity, special educational needs and disabilities, and socio-economic information.
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisation – to enable them to fulfill their duties
- Central and local government – to meet our legal obligations to share information such as progress and attainment data, attendance data and contextual data
- Our auditors – to enable them to fulfill their duties
- Survey and research organisations – to enable them to carry out their research in a professional manner
- Health and social welfare organisations – to meet our legal obligations to share information relating to a pupil's health or personal/social welfare
- Professional advisers and consultants – to enable them to fulfill their duties
- Charities and voluntary organisations – to enable them to fulfil their duties



- Police forces, courts, tribunals – to meet our legal obligations to share information such as social and/or personal welfare, attendance, progress and attainment.
  - School Reel, the school marketing and film promotion company that provides promotional videos for the Infant and Junior schools
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## **TRANSFERRING DATA INTERNATIONALLY**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

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## **YOUR RIGHTS**

### **How to access the personal information we hold about you**

Individuals have a right to make a 'subject access request' to gain access to personal information that Honeywell Schools holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact the School Business Manager.

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## **YOUR OTHER RIGHTS REGARDING YOUR DATA**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress



- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the School Business Manager.

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## COMPLAINTS

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
  - Call 0303 123 1113
  - Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
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## CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

**Gary Hipple** on [schoolsdp@wandsworth.gov.uk](mailto:schoolsdpo@wandsworth.gov.uk)