

Privacy Notice

Canterbury Cross Primary School takes your privacy very seriously, and in accordance with the General Data Protection Regulation (GDPR).

Canterbury Cross Primary School will be asking for personal data about you and your child/ren in order to meet the school's day to day requirements. We must have a legal basis for collecting this data; there are six lawful bases within GDPR.

- **Consent:** The individual has given clear consent for you to process their personal data for a specific purpose.
- **Contractual Obligation:** The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- **Legal Obligation:** The processing is necessary for you to comply with the law (not including contractual obligations).
- **Vital Interests:** The processing is necessary to protect someone's life.
- **Public Task:** The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- **Legitimate Interests:** The processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data, which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform our official tasks.)

Canterbury Cross Primary School will be processing your personal data under all of the lawful bases shown above.

Where the school requires consent, we will provide a way for you to make a decision about the information you wish to share and how it is shared.



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This information will be collected by Canterbury Cross Primary School during the first stages of application for the child. Canterbury Cross Primary School will be asking for this data in written forms. The information will also be updated annually to ensure we have the correct details for the child.

Upon application the required data will be:

- Child's name
- Child's date of birth (DOB)
- Child's age
- Child's gender
- Child's address
- Parental details (address, telephone numbers, email addresses)
- Parental responsibility for the child
- Emergency contact details
- Child's medical details (doctor's name, doctor's contact details)
- Health Clinic/ Health Visitor
- Child's NHS
- Allergies/ Medical history/ medical requirements.
- Ethnic/ Cultural details of the child.

Canterbury Cross Primary School is required to hold and process this personal data in order to comply with the statutory framework of England, Ofsted and the Department for Education (DFE).



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The data will be used for:

- Supporting the child's development
- Monitoring and reporting child's progress.
- Contact named people in an emergency.
- Share with other professionals in accordance with legalisation.
- To meet the safeguarding requirements set by the Department of Education.

With your permission this data may be, when necessary, shared with:

- Other professionals supporting your child, i.e. Education Psychologists, school nurses team and third party organisations.
- Educational third party systems.

If you require to view the data that Canterbury Cross Primary School holds about you and your child, please contact the main school office.

Canterbury Cross Primary School by law is required to keep some information about your child for a period of time after the child has left the establishment. The school will keep a record of this and dispose of the data securely at the correct time.

Please see the Data Protection Policy on the school website for further information on data sharing, safe storage and your rights to access your data.



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