



# Timothy Hackworth Primary School

'Respectful and resilient; being the best that we can be.'

## Privacy Notice – Parents, Carers and Pupils

CRC Article 19 – All children have the right to be safe.



Date policy approved/adopted:	<b>April 2026</b>
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Approved by:	<b>Governing Body</b>
Head Teacher signature:	<i>Mrs. L. Boulton</i>
Chair of Governors signature:	<i>Mrs. P. Crook</i>

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**Date of Policy:** April 2026

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### **Our Timothy Hackworth School Vision**

May our Rights Respecting School be a happy place for us all to learn; where every one of us is valued and safe in our Timothy Hackworth School Family.

May we all be the best that we can be by making a positive difference to each other, our community in Shildon and the wider world in which we all live.

### **Mission Statement (written by children):**

We would like our school, which reflects British Values, to be at the heart of the community, sharing, supporting and learning together with everyone as equals. Our children have the right to high quality learning experiences to help them to be the best that they can be.

We encourage our children to be creative, unique, open-minded and independent individuals, respectful of themselves and of others in our school, our local community and the wider world.

We aim to nurture our children on their journey through life so that they can grow into safe, caring, democratic, responsible and tolerant adults who make a positive difference to British Society and to the world.

### **Values**

Ours is a happy school with high hopes and ambitions for all our children and we welcome working in partnership with parents and carers to ensure that everything is done in the best interests of the children at all times.

All of our staff take their responsibility towards the children seriously and they strive to help each child reach their full potential as global citizens physically, emotionally, socially and academically. We are fully committed to the CONVENTION ON THE RIGHTS OF THE CHILD.

To us, every child is unique and precious and we endeavour to foster a high level of motivation towards learning and behaviour. We are committed to the basic skills of English and Maths.

At all times, we aim to centre the teaching in an atmosphere of mutual respect and personal respect. A high quality education is the right of every child, and at Timothy Hackworth Primary School, we embrace that responsibility and strive to achieve it for all our pupils.

## **Introduction**

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that 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, carers and pupils. We, Timothy Hackworth Primary School, are the 'data controller' for the purposes of UK data protection law.

Our Data Protection Officer is Mrs. J. McGrath.

## **Who we are and what we do**

We are Timothy Hackworth Primary School, Byerley Road, Shildon, County Durham, DL4 1HN. We are a maintained primary school for children aged between 2 – 11 years old. Our Local Authority is Durham County Council.

## **The personal data we collect and hold**

We hold personal data about pupils, their parents or carers, to support teaching and learning, to provide pastoral care, and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities, health care providers and the Department for Education.

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

- Contact details and contact preferences (such as your name, address, email address and telephone numbers);
- Date of birth;
- Identification documents;
- National Insurance number;
- Bank Details;
- Results of internal assessments and externally set tests;
- Pupil and curricular records;
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs;
- Details about behaviour;
- Exclusion information;
- Details of any medical conditions, including physical and mental health;
- Attendance information;
- 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;
- Details of any support received, including care packages, plans and support providers;
- Photographs and CCTV images captured in school;
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers).

We may also hold data about you that we have received from other organisations, including other schools and local authorities.

### **Why we use this data**

We collect and use this data to:

- Enable us to make contact with parents, carers and pupils;
- Support pupil learning;
- Monitor and report on pupil attainment and progress;
- Provide appropriate pastoral care;
- Protect pupil welfare;
- Assess the quality of our services;
- Administer admissions waiting lists;
- Carry out research;
- Comply with our legal and statutory obligations;
- Identify pupil eligibility for Free School Meals and Pupil Premium funding;
- Keep you informed about the running of the school (such as emergency closures) and events;
- Process payments for school services and clubs (when appropriate);
- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely.

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by contacting us (see 'Contact us' below).

### **Use of your personal data in automated decision-making and profiling**

We do not currently process any parents' or carers' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### **Use of your personal data for filtering and monitoring purposes**

While you are in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations;
- Comply with our policies (e.g. Safeguarding Policy and Acceptable Use Policy) and our legal obligations;
- Keep our network and devices safe from unauthorised access, and prevent malicious software from harming our network;
- Protect your child's welfare.

### **Our lawful basis for using this data**

We collect and use personal data on the basis of performing a public task (educating children).

On some occasions, we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

### **Our basis for using special category data**

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way;
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law;
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent;
- The data concerned has already been made manifestly public by you;
- We need to process it for the establishment, exercise or defence of legal claims;

- We need to process it for reasons of substantial public interest as defined in legislation;
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law;
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law;
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way;
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent;
- The data concerned has already been made manifestly public by you;
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights;
- We need to process it for reasons of substantial public interest as defined in legislation.

### **Collecting this information**

We will only collect and use your data when the law allows us to. While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities;
- Government departments or agencies;
- Your children;

- Police forces, courts or tribunals;
- Other schools and trusts.

### **How we store this data**

We keep personal information about pupils, and their parents and carers while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations or to meet our regulatory requirements. We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy. Please contact us if you would like further details on this policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

We will dispose of your personal data securely when we no longer have a legal requirement to retain it.

### **Data sharing**

We do not share any of this data with any other organisation without your permission, except where the law requires it. We are required to provide pupil data to central government through the Department for Education and the Education and Skills Funding Agency. Where it is necessary to protect a child, the school will also share data with the Local Authority Children's Social Services, medical professionals and/or the Police.

We will share information with the Local Authority to check eligibility for free school meals.

We do not transfer personal data to countries outside the European Economic Area.

### **Sharing with the DfE and the Government**

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school;

- informs ‘short term’ education policy monitoring and school accountability and intervention (for example, Pupil Progress measures);
- supports ‘longer term’ research and monitoring of educational policy.

## **Data Collection Requirements**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **The National Pupil Database (NPD)**

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## **Sharing by the Department of Education**

The law allows the Department to share pupils’ personal data with certain third parties, including:

- schools;
- local authorities;
- researchers;
- organisations connected with promoting the education or wellbeing of children in England;
- other government departments and agencies;
- organisations fighting or identifying crime.

For more information about the Department’s NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

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

### **Parents, Carers and pupils' rights regarding personal data**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. This includes access to their child's educational record. This should be made in writing to the Head Teacher or by e-mail to [timothyhackworth@durhamlearning.net](mailto:timothyhackworth@durhamlearning.net). The school will respond within a 15 school day timescale.

Parents and carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 16), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, we will:

- Give you a copy of the information in an intelligible form;
- Give you a description of the data we hold;
- 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 or your child;
- 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.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If we cannot provide information to you, we will give you a description of the information we hold and the reason why it cannot be disclosed to you at the time of your request.

## **Other rights**

Individuals have rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it is likely to cause, or is causing, damage or distress;
- Prevent it being used to send direct marketing;
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person);
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict its processing;
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose;
- In certain circumstances, be notified of a data breach;
- Claim compensation for damages caused by a breach of the data protection regulations;
- Make a complaint to the Information Commissioner's Office.

We may refuse your information rights request for legitimate reasons, which depend on why we are processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed does not apply when the lawful basis for processing is legal obligation or public task;
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests;
- Right to object to use of your private data does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

To exercise any of these rights, please contact our Data Protection Officer.

## **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/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **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:

Name: Mrs. J. McGrath - Data Protection Officer

Timothy Hackworth Primary School

Byerley Road, Shildon

County Durham,

DL4 1HN

Tel: 01388 772959