

Parent and Carer Privacy Notice



Date Approved: September 2026

Review Date: September 2027

Introduction

This Privacy Notice explains how Risby Primary School collects, uses, stores and shares personal information about parents and carers of pupils attending our school.

We are committed to protecting your personal information and handling it lawfully, fairly and transparently in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Who is responsible for your information?

Data Controller

School Name: Risby CEVC Primary School

Address: Aylmer Close, Risby, Bury St Edmunds, IP28 6RT

Telephone: 01284 810367

Email: admin@risbyprimary.com

Data Protection Officer: (DPO)

Name: SBM (School Business Management) Services

Email: info@sbmservices.co.uk

What information do we collect?

We may collect and process information including:

- Name

*Inspired by the Parable of the Sower (Matthew 13), Risby CEVC Primary School provides the good soil where every child can **Believe, Grow and Shine**, flourishing in God's love.*

- Home address
- Telephone numbers
- Email addresses
- Relationship to the child
- Emergency contact details
- Parental responsibility information
- Court orders or legal restrictions (where applicable)
- Correspondence with the school
- Information relating to school payments or trips (where applicable)

Why do we use this information?

We use your personal information to:

- Educate and safeguard your child.
- Communicate with you about your child's education.
- Contact you in an emergency.
- Meet our legal obligations.
- Arrange school trips, clubs and events.
- Administer payments where applicable.
- Maintain accurate school records.

Our lawful basis for processing

Depending on the purpose, we process personal data under one or more of the following UK GDPR lawful bases:

- Legal obligation
- Public task
- Contract
- Consent (where required)

Who do we share information with?

Where appropriate and lawful, we may share information with:

- Suffolk County Council
- The Department for Education (DfE)
- NHS and healthcare professionals

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- Social care services
- Other schools (where a pupil transfers)
- Examination or assessment providers (where relevant)
- IT and education service providers working on behalf of the school
- Other organisations where required by law or to safeguard children

We only share information that is necessary for the stated purpose.

How long do we keep information?

We retain personal information in accordance with the school's Retention Schedule and applicable legal requirements. Records are securely disposed of when they are no longer required.

How do we keep information secure?

We protect personal information by:

- Restricting access to authorised staff.
- Using secure IT systems.
- Providing staff with GDPR and cyber security training.
- Securely storing paper records.
- Securely destroying information when it is no longer required.

Your rights

Under UK GDPR, you have rights including:

- The right to be informed.
- The right of access to your personal data.
- The right to request correction of inaccurate information.
- The right to request erasure in certain circumstances.
- The right to restrict processing in certain circumstances.
- The right to object where applicable.
- Rights relating to automated decision-making (where relevant).

Some rights may be limited where the school is required by law to process or retain information.

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How to make a request

If you wish to access your personal information or exercise any of your data protection rights, please contact the school in the first instance.

Contact:

Name: Mrs Lucy Smith (Headteacher)

Email: head@risbyprimary.com

Telephone: 01284810367

Complaints

If you have concerns about how your personal information is being handled, please contact the school or the Data Protection Officer.

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO).

Review

This Privacy Notice will be reviewed annually or sooner if there are changes to legislation or the school's data processing activities.

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