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GLUSBURN COMMUNITY PRIMARY AND NURSERY SCHOOL

Privacy notice for Guardians and Carers

Glusburn Community Primary School

1st September 2026

This notice covers legal guardians, foster carers, kinship carers, other carers, emergency contacts and adults authorised to collect a child. It explains our use of your information and information you give us about a child. Read the pupil notice for a child-friendly explanation.

Information we collect

We hold your name, contact details, relationship to the child, care arrangements, emergency or collection authorisations and relevant communications. Where needed, we hold evidence of guardianship, parental responsibility, court orders, care plans, identification, support needs and information about safeguarding or restrictions on contact. Relevant child information includes education, attendance, health, SEND and safeguarding records. We only seek financial or eligibility information where relevant to services or support.

Where information comes from

Information comes from you, the child, parents, school staff, North Yorkshire Council, social workers, fostering services, other schools, health professionals and safeguarding agencies. Court documents or care arrangements may be supplied by the people or agencies responsible for the child.

Why we use information and our lawful bases

We use information to communicate with the right adults, arrange safe collection and emergency contact, understand authority to make decisions, support education, follow care arrangements and protect children. We use necessary information to administer services, handle concerns and comply with reporting duties. We rely on public task under Article 6(1)(e) for education, support and administration, and legal obligation under Article 6(1)(c) for statutory education, safeguarding and reporting duties. Relevant legislation includes the Education Act 1996, Education Act 2002, Children Act 1989 and applicable education regulations. We rely on consent under Article 6(1)(a) for genuinely optional uses where appropriate. Emergency collection details or safeguarding information are not processed on the assumption that consent is required.

Sensitive information

Health, disability, ethnicity, religion and other special category information require an additional Article 9 condition. Where applicable, we use Article 9(2)(g), substantial public interest, with a relevant Data Protection Act 2018 Schedule 1 condition, such as statutory purposes, equality monitoring or safeguarding children and individuals at risk. Each condition applies only where its requirements are met. Explicit consent under Article 9(2)(a) may apply to a genuinely optional use. Criminal offence information, including relevant safeguarding or DBS information, requires Article 10 authority and an applicable domestic law condition.



What you need to provide

We identify required and optional fields when collecting information. We may need evidence of your relationship or authority before releasing records, accepting decisions or authorising collection. Without it, we may be unable to confirm these arrangements. Emergency details help keep children safe. We will explain the requirement and consequence for each request.

Who receives information

We may share relevant information with North Yorkshire Council, social care, the child's social worker or fostering service, receiving schools, NHS professionals, police and safeguarding partners, Ofsted and providers of school management, communication, learning, catering, payment and IT services. We limit sharing to the role and lawful needs of the recipient. We do not assume every named carer has parental responsibility or entitlement to all pupil information.

Where required, we share pupil identifiers, characteristics, attendance, suspensions, exclusions and assessment data with DfE through the school census and other statutory collections. DfE uses data for education administration, funding, accountability, statistics and research. Its National Pupil Database notice explains its own processing: <https://www.gov.uk/government/publications/privacy-notice-for-the-national-pupil-database>.

How long we keep information

Contact and collection details are kept while needed for the child's arrangements and updated when those arrangements change. Care documents, correspondence, pupil records and safeguarding records may need to be retained longer. Retention depends on legal requirements, the purpose of the record, transfer to another school and relevant safeguarding or claims requirements.

We securely delete or anonymise records when their retention period ends, unless a lawful reason requires longer retention, such as an active investigation or legal claim. We can explain the period that applies to a particular record.

Security and overseas processing

We use access controls, staff training and appropriate security measures for paper and electronic records. Service providers processing information for us must have suitable contracts and safeguards.

Access to children's information

A child's data protection rights belong to the child. We consider understanding, authority, the child's interests and relevant restrictions before allowing another person to act for them. Parents with the relevant legal entitlement may also request the educational record under the Education (Pupil Information) (England) Regulations 2005. That is a separate route, normally with a 15 school day response period. Being an emergency contact or collection contact does not by itself give access to the full pupil record.

Your information rights

You can ask to see your personal information and obtain a copy, correct inaccurate or incomplete information, and, in certain circumstances, have information erased or its use restricted. Data portability applies to information you supplied that we process automatically on the basis of consent or a contract. Rights depend on the circumstances and legal exemptions may apply.

Your right to object

You have the right to object to processing based on a public task, for reasons relating to your situation. Contact the school office or our Data Protection Officer. We must consider your objection and explain any lawful grounds for continuing.

Where we rely on consent, you can withdraw it at any time using the same route you used to give it, or by contacting the school office. Withdrawal does not affect processing that was lawful before withdrawal.

Requests may be made verbally or in writing. We may need to check identity and authority. We normally respond within one month; lawful extensions or pauses may apply, which we will explain. Requests are normally free.

Questions and complaints

Contact the school office or Data Protection Officer if you have a concern. We will acknowledge a data protection complaint within 30 days, investigate without undue delay and keep you informed of the outcome. You can also complain to the Information Commissioner's Office at ico.org.uk/make-a-complaint or on 0303 123 1113, or write to ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Who is responsible and how to contact us

Glusburn Community Primary School is the controller for the personal information covered by this notice. Write to the school office at Colne Road, Glusburn, BD20 8PJ, email admin@glusburn.n-yorks.sch.uk or telephone 01535 632145.

Our Data Protection Officer is the Schools Data Protection Officer, Veritau Ltd, County Hall, Racecourse Lane, Northallerton, DL7 8AL. Email schoolsDPO@veritau.co.uk or telephone 01609 532526. Please include the school name in correspondence.

We review this notice annually and when our use of information changes materially. We will make the updated notice available and explain significant changes.