Great Massingham & Harpley CofE Primary Schools Federation

United. Resilient. Respectful.

GENERAL DATA PRIVACY NOTICE

Formally adopted by the Governing Board/ Trust of:-	Great Massingham and Harpley CofE VC Primary Schools Federation
On:-	June 2026
Chair of Governors/Trustees:-	Will Ridgwell
To be reviewed:	June 2027

GMH Federation General Data Privacy Notice

Purpose of this document

The GMH Federation schools are data controllers and this document describes the data that is collected and how it is processed to data subjects other than pupils and workforce. As a controller we are responsible for deciding what data is collected and how it is processed.

Under the Data Protection Act 2018 and the GDPR we must abide by the principle of transparency and the right of data subjects to be informed how their data is processed.

This document provides such information. It will be updated from time to time and updates communicated to the relevant data subjects.

It is your duty to inform us of changes.

The Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparently
- Collected and used only for the specific, explicit and legitimate purpose they have been collected for and not for any other purposes
- Adequate and relevant and limited only to what is necessary
- Accurate and kept up to date
- Kept only as long as necessary
- Kept securely, using appropriate technical and/or organisation measures.

Your rights:

You have rights associated with how your data is collected and processed. Not every right is absolute, but under certain circumstances you can invoke the following rights:

- Right of access
- Right of erasure
- Right of rectification
- Right to object to processing
- Right to be informed
- Right to data portability
- Right to not be subject to decisions based on automated decision making
- Right to restrict processing
- Right to seek compensation for damages caused by a breach of the Data Protection regulations.

The Data Protection Officer (DPO) is in position to ensure your rights are supported. To contact the DPO use the School Office.
The lawful basis on which we process this information

We collect and process your information:

- Under Article 6 of the General Data Protection Regulation (GDPR) to perform our official function (public task).
- Classed as Special Category data, e.g. health etc under Article 9 of the General Data Protection Regulation (GDPR) to carry out tasks in the public interest.

- Where it is carried out as a task in the public interest such as equal opportunities monitoring, for child protection purposes or where otherwise authorised by law, such as Departmental Censuses as required in the Education Act 1996.
- Under the terms of a contract we hold with you.
- As part of your attendance in schools, background checks from the Disclosure and Barring Service may be done which may involve the collection of criminal convictions. W ● Where you have given us consent to do so.

Categories of data subject and the data we collect and hold

The categories of other information that we collect, hold and share include:

Parents' and carers information
Parent or carers information is collected so that:

- We can communicate with you about your child in relation to things such as education and attainment, health and well-being, attendance and behaviour and emergencies (task in a public interest or legal obligation)
- Send you important information about the school (task in a public interest)

Data collected includes:
- Name
- Address
- Contact information
- Relationship to the child

Visitor information (including Contractors)
Visitor information is collected so that:
- We have a record of who is and has been in the building, for health, safety and operational purposes (legal obligation)
- We have a record of official visits, such as inspections or maintenance (task in a public interest)
- Where needed, Disclosure and Barring Service checks can take place (task in a public interest or legal obligation)

Data collected includes:
- Name
- Associated business
- Purpose of visit

Governors' information
Governors' information is collected so that:
- We can communicate with Governors on school business (task in a public interest) ● There is a public record of Governors and their business interests (task in a public interest) ● There is a record of Governor attendance (task in a public interest)
- There is a record of Governor training (task in a public interest)
- Disclosure and Barring Service checks can be carried out (task in a public interest or legal obligation

Data collected includes:
- Name
- Address
- Contact information
- Business interests

- Financial interests
- Governance roles in other schools
- Date of appointment and length of terms
- Disclosure and Barring Service check results

Volunteers' information
Volunteers' information is collected so that:

- We have a record of who is and has been in the building, for health, safety and operational purposes (task in a public interest)
- Disclosure and Barring Service checks can be carried out (task in a public interest or legal obligation
- We have a record of visits (task in a public interest)

Data collected includes:

- Name
- Address
- Contact information
- Disclosure and Barring Service check results

Collecting this information

- Parents: whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this
- Visitors and volunteers: As a visitor the information that you provide to us is voluntary. However, we may restrict access to the school if the information is not provided
- Governors: whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information
We hold your data as documented in our Retention Schedule.

Who we share this information with.
We routinely share this information with:

- Parents: we will share your information with members of staff, other agencies and, where you have agreed or to ensure the functioning of a contract, with third-party processors who provide services to the school;
- Visitors and volunteers: your information will not be shared unless requested by an external agency in the course of a health and safety incident or in the investigation of a crime;
- Governors: we will publish the names, business interests, financial interests and governance roles of governors in other schools on the school website. Governor information is also shared with the Local Authority and published on the DfE Get Information About Schools portal

Concerns about how your personal data is handled
If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance via the School Office.

Alternatively, you can contact the Information Commissioner's Office at
https://ico.org.uk/concerns/