



March 2026

Privacy Notice for Parents and Carers

Data Protection Officer: Mrs C Brennan, contactus@bellerivefcj.org, 0151 727 2064

Why we collect and use parent and carer information

We collect and use parent and carer information to:

- Communicate effectively about your child's education and wellbeing
- Maintain accurate emergency contact information
- Fulfil our safeguarding duties
- Support your child's attendance and behaviour
- Process payments for school meals, trips and other services
- Comply with legal obligations
- Administer admissions and waiting lists
- Send you information about school events and activities

The personal data we collect

We collect the following types of information about parents and carers:

- Personal identifiers (names, dates of birth where relevant)
- Contact details (addresses, telephone numbers, email addresses)
- Relationship to the pupil
- Emergency contact information
- Parental responsibility status
- Employment details (where relevant for pupil premium eligibility or emergency contacts)
- Financial information (for school meals, trips, uniform payments)
- Communication preferences
- Correspondence with the school
- CCTV images (when visiting the school premises)





Why we share parent and carer information

We do not share information about you with third parties without consent unless the law allows us to do so.

We may share your data with:

- **The Department for Education (DfE)** - through the school census
- **Local authorities** - for statutory duties including safeguarding
- **Other schools** - when your child transfers
- **NHS and health professionals** - where relevant to your child's care
- **Social care services** - where there are safeguarding concerns
- **Police and law enforcement** - where legally required
- **Payment processors** - for school meals, trips and other payments
- **Communication platforms** - such as ParentPay, Class Charts, text messaging services

Our lawful basis for using this data

We process parent and carer data under:

- **Article 6(1)(c) - Legal obligation** - where we must comply with the law
- **Article 6(1)(e) - Public task** - to perform our functions as a school
- **Article 6(1)(d) - Vital interests** - to protect someone's life (e.g., in emergencies)
- **Article 6(1)(a) - Consent** - for specific purposes such as marketing communications or photographs (where consent can be freely withdrawn)

How long we keep parent and carer data

We retain parent and carer data in line with our data retention schedule:

- Contact details and basic information - retained while your child is on roll, plus 1 year
- Safeguarding records - retained until the pupil reaches age 25 (or longer if serious concerns)
- Financial records - typically 6 years from the date of the transaction
- Correspondence - varies depending on the nature and importance of the correspondence



Your rights

Under data protection law, you have the right to:

- **Access** personal data we hold about you (subject access request)
- **Rectification** of inaccurate data
- **Erasure** in certain circumstances
- **Restrict processing** in certain circumstances
- **Object** to processing in certain circumstances
- **Data portability** in certain circumstances
- **Withdraw consent** where we're relying on consent to process your data

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

Requesting access to your personal data

You have the right to request a copy of the personal information we hold about you. This is known as a 'subject access request'.

To make a request, please contact our Data Protection Officer. We will respond within one month of receiving your request.

Right to complain

If you have concerns about how we handle your data, please contact our Data Protection Officer in the first instance. You also have the right to complain to the Information Commissioner's Office (ICO):

- Website: <https://ico.org.uk/concerns>
- Telephone: 0303 123 1113