



PORTSDOWN
Primary School & Early Years

Privacy Notice: Parents and Carers
Portsmouth Primary School and Early Years
Sundridge Close, Cosham, Portsmouth, Hampshire PO6 3JL
Tel: 023 9237 8991
Email: admin@portsdown.portsmouth.sch.uk
Headteacher: Mr A Vaghela

PRIVACY NOTICE

(How we use parent and carer information)

You have a legal right to be informed about how our school uses any personal information that we hold about you. This privacy notice explains how we collect, store, and use personal data about parents and carers.

We, Portsmouth Primary School and Early Years, are the 'data controller' for the purposes of data protection law.

Categories of parent and carer information we collect, hold, and share

We collect and process the following categories of personal information:

- **Personal identifiers** (name, relationship to child)
- **Contact information** (address, telephone numbers, email addresses)
- **Emergency contact information** (details of additional family members or nominated persons who can collect your child or be contacted in an emergency)
- **Parental responsibility information** (court orders, custody arrangements where relevant)
- **Communication preferences** (preferred contact method, language preferences)
- **Consent records** (for trips, photographs, medical treatment, online services)
- **Photographs** (sometimes captured at school events - assemblies, sports days, concerts)
- **CCTV images** (when entering school premises)
- **Financial information** (for ParentMail payments, SCOPAY lunch payments, free school meal eligibility - where applicable)

This list is not exhaustive.

Why we collect and use parent and carer information

We collect and use this data to:

- Communicate effectively with you about your child's education and welfare
 - Contact you in case of emergency
 - Ensure we have accurate records of who has parental responsibility and who can collect your child
 - Comply with court orders and safeguarding requirements
 - Administer school meals, trips, and other services
 - Seek consent where required (e.g., for trips, photographs, medical treatment)
 - Facilitate online services (ParentMail, SCOPAY, Tapestry, Arbor, Google Classroom)
 - Keep you informed about school events and important information
 - Ensure the safety and security of the school site (CCTV)
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Lawful basis for processing

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing personal information are:

- **Article 6(1)(c)** - processing is necessary for compliance with a legal obligation to which the controller is subject (e.g., safeguarding duties, attendance monitoring)
- **Article 6(1)(f)** - processing is necessary for the purposes of the legitimate interests pursued by the controller (e.g., communication with parents, emergency contact, school administration)
- **Article 6(1)(a)** - the data subject has given consent (e.g., for photographs, online services for children under 13)

For safeguarding purposes:

Under the Data (Use and Access) Act 2025, safeguarding children is a recognised legitimate interest, which provides a lawful basis for processing personal data where necessary to protect children from harm.

Collection of parent and carer information

We collect personal information via:

- Registration and admission forms
- Annual data collection forms (to update contact details)
- Emergency contact forms
- Consent forms (for trips, photographs, medical treatment, online services)
- Communication with you (emails, phone calls, meetings)
- Court orders and legal documentation (where applicable)
- Free school meal applications (where applicable)
- ParentMail, SCOPAY, and other online systems

The information you provide is essential for us to fulfil our duty of care to your child. Whilst the majority of personal information you provide to us is mandatory (required for us to care for and educate your child safely), some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this.

Storage and retention

We hold data securely in electronic and paper formats in line with UK GDPR and IRMS guidance (Information and Records Management Society's toolkit for schools).

Data is retained according to the Portsmouth City Council Quick Guide to Retention Schedule, including:

- **Pupil files** (which include parent contact information): Until the pupil reaches age 25
- **Admission registers**: 6 years after last entry
- **Consent forms**: Duration of child's time at school
- **Free school meal applications**: While child is at school
- **CCTV footage**: Maximum 31 days unless used in an incident investigation

All records are securely destroyed in accordance with our disposal procedures once the retention period has expired.

For full details, please refer to our data retention schedule available from the school office.

Sharing information

We share parent and carer information only as necessary and in accordance with UK law. We routinely share parent and carer information with:

- **Schools your child moves to** (to ensure continuity of care and education)
- **Portsmouth City Council** (our local authority) - for statutory reporting, safeguarding, and education welfare purposes
- **Department for Education (DfE)** - for statutory data collections (where parent information is linked to pupil records)
- **NHS and health services** - for school nursing, immunisations, and health screening programmes
- **Children's social care** - where necessary for safeguarding
- **Police, courts, and tribunals** - where lawfully required
- **Multi-agency safeguarding partners** - where necessary to protect children

- **Online service providers** - Arbor (our school information management system), ParentMail, SCOPAY, Tapestry (EYFS), Google Classroom, Transparency (SSE secure emails)
- **School meal providers** - Caterlink (for meal preferences and dietary requirements)

We do not share parent contact details with:

- PTA/PTFA/Portsmouth Pals
- Other parents (e.g., class contact lists)
- External providers for trips or activities (unless you have given specific consent)

We do not share information about parents and carers with anyone without consent unless the law and our policies allow us to do so.

Why we share parent and carer information

Schools your child moves to

When your child moves to another school, we share information (including parent contact details) to ensure continuity of care and education. This is necessary for the legitimate interests of ensuring your child's education continues smoothly.

Local Authority and Government

We share information with Portsmouth City Council and the Department for Education (DfE) for:

- Statutory reporting requirements
- Safeguarding and child protection
- Education welfare and attendance monitoring
- Free school meal eligibility and pupil premium funding
- Census data collections

Safeguarding partners

We have a statutory duty under Section 16LA of the Children Act 2004 to share safeguarding information with relevant agencies and safeguarding partners when necessary to protect children from harm.

Under the Data (Use and Access) Act 2025, safeguarding children is a recognised legitimate interest. UK data protection laws do not prevent or limit us from sharing information to keep children safe – they only require us to share information appropriately and proportionately.

We may share information about you without consent where necessary to protect your child.

This includes sharing with:

- Children's social care
- Police
- Health services
- Multi-agency safeguarding partners

Where it is safe and appropriate to do so, we will inform you when we share information.

However, there may be circumstances where doing so could put a child at increased risk of harm, in which case we will not notify you in advance.

Online service providers

We use the following online systems which process parent data:

- **Arbor** - our school information management system (contact details, emergency contacts, consent records)
- **ParentMail** - for school communications and payments
- **SCOPAY** - for school meal payments
- **Tapestry** - for EYFS learning journals (Reception and Nursery)
- **Google Classroom** - for online learning
- **Transparency** - for secure email communications

These providers are contractually required to comply with UK GDPR and process data only in accordance with our instructions.

Your rights

Under data protection legislation, you have the right to:

- **Access** - to ask us for access to information about you that we hold
- **Rectification** - to have your personal data rectified if it is inaccurate or incomplete
- **Erasure** - to request the deletion or removal of personal data where there is no compelling reason for its continued processing

- **Restrict processing** - to restrict our processing of your personal data (i.e., permitting its storage but no further processing)
- **Object** - to object to processing where we are relying on a legitimate interest
- **Data portability** - to receive the personal data you provided to us in a structured, commonly used and machine-readable format (in certain circumstances)
- **Not to be subject to automated decisions** - not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

Please note: If you ask to see information about your child that relates to child abuse, we can refuse if it wouldn't be in the best interests of the child. If you ask to see education data or social work data, we can refuse if we believe that sharing it would be likely to cause serious harm to the physical or mental health of any individual. This is because there are exemptions set out under data protection law.

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 by contacting the Data Protection Officer, c/o Portsdown Primary School.

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

Requesting access to your personal data

To make a request for your personal information (a Subject Access Request), contact:

Data Protection Officer

c/o Portsdown Primary School and Early Years
Sundridge Close, Cosham, Portsmouth, Hampshire PO6 3JL
Email: admin@portsdown.portsmouth.sch.uk

Withdrawal of consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent at any time. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Data Protection Officer, c/o Portsdown Primary School.

Please note that withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.

Photographs and CCTV

The school uses CCTV within school premises for safety, security, and safeguarding purposes. CCTV footage is retained for a maximum of 31 days unless used in an incident investigation.

Photographs at school events:

We sometimes take photographs at school events (such as assemblies, sports days, Christmas concerts, and other performances) which may capture parents and carers in the background or audience. These photographs are used for:

- Internal school records and displays
- The school website and social media (with appropriate consent)
- School newsletters and promotional materials

If you do not wish to be photographed at school events, please inform the school office.

Keeping your information up to date

It is important that the personal information we hold about you is accurate and up to date. Please keep us informed if your contact details or emergency contact information changes during your child's time at our school.

You can update your information by:

- Contacting the school office
 - Updating your details on ParentMail or Arbor (where you have access)
 - Completing our annual data collection form
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Contact

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer

c/o Portsdown Primary School and Early Years

Sundridge Close, Cosham, Portsmouth, Hampshire PO6 3JL

Email: admin@portsdown.portsmouth.sch.uk

If you need more information about how our local authority and/or DfE collect and use your information, please see the Portsmouth City Council Data Protection Privacy Notice.

Last updated: October 2026 (updated to reflect UK GDPR, Data Protection Act 2018, and the Data (Use and Access) Act 2025)

Please revisit this notice periodically for updates.