

Barrow CEVC Primary School

Privacy Notice for Parents and Carers

September 2026

Data controller	Barrow CEVC Primary School
Data Protection Officer	Mark Denny mark.denny@majorseventh.co.uk

This notice explains how we collect, use, store and share personal information about parents and carers. It should be read alongside the pupil privacy notice where information relates directly to your child.

The personal data we may hold

- contact details and contact preferences
- bank and payment details where relevant
- photographs and CCTV images
- family circumstances and information needed to support your child
- information about health, care or support where this relates to our work with you or your child
- information received from other organisations where this is necessary and lawful.

Why we use this information

- to communicate with you about your child's education, attainment, progress, attendance and wellbeing
- to keep you informed about school arrangements, events and emergencies
- to administer payments, services, clubs and activities
- to support safeguarding and pastoral care
- to administer admissions and waiting lists where applicable
- to meet our legal and statutory duties and to assess and improve our services.

Our lawful basis

We only use personal data where data protection law allows us to do so. Depending on the purpose, our lawful bases may include legal obligation, public task, contract, vital interests and consent. Where special category data is used, we also identify an appropriate condition under UK GDPR and the Data Protection Act 2018. Where we rely on consent, you can withdraw it at any time.

How we collect and keep information

Some information is required so that the school can meet its legal duties or provide its services; other information is optional. We will make this clear when information is requested. We keep information only for as long as necessary, in line with our records management and retention procedures.

Who we may share information with

- Suffolk County Council and other public authorities where required
- the Department for Education and other government bodies where required by law

- Ofsted and other regulators
- health, social care and safeguarding organisations
- financial organisations where relevant
- professional advisers, contractors, suppliers and service providers acting for the school.

International transfers

Some suppliers may process personal data outside the UK. Where this happens, the school will ensure that the transfer is lawful and that appropriate UK data-protection safeguards are in place.

Your rights

Under UK data protection law, individuals have rights in relation to their personal data. Which rights apply depends on the lawful basis for the processing. These may include:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure in certain circumstances
- the right to restrict processing in certain circumstances
- the right to data portability where applicable
- the right to object to certain processing
- rights in relation to automated decision-making and profiling.

To exercise a right or ask a question about it, contact our Data Protection Officer, Mark Denny, at mark.denny@majorseventh.co.uk.

Concerns and complaints

If you have a concern about the way we collect or use personal information, please contact the school or our Data Protection Officer in the first instance. You also have the right to complain to the Information Commissioner's Office (ICO). Current contact details and complaint routes are available on the ICO website.

Contact us

Barrow CEVC Primary School
 Colethorpe Lane, Barrow, Bury St Edmunds, Suffolk IP29 5AU
 01284 810223
admin@barrow.suffolk.sch.uk
www.barrowcevcprimaryschool.co.uk

Data Protection Officer: Mark Denny | mark.denny@majorseventh.co.uk

Review: This notice will be reviewed at least annually and whenever there is a significant change to the way we process personal data.

This notice has been refreshed for the 2026/27 academic year using the Department for Education's 2026/27 model privacy-notice guidance and tailored to the school's existing privacy information and processing.