

The Robert Drake Primary School

Privacy Notice Parents and Carers



Privacy Notice (How we use your personal information)

The Robert Drake Primary School respects you and your child's privacy and is committed to complying with privacy legislation.

The Robert Drake Primary School is the data controller for the use of personal data in this privacy notice. As a school we collect a significant amount of information about our families. This notice explains why we collect the information, how we use it, the type of information we collect and our lawful reasons to do so.

What type of personal data is collected?

Personal data that we may collect, use, store and share (when appropriate) includes, but is not restricted to:

- Contact details and contact preferences;
- Bank details;
- National Insurance Number;
- Photographs/videos;
- CCTV images captured in the school grounds.

We may also collect, store and use information that falls into 'special categories' of more sensitive personal data. This includes information about (where applicable):

- Characteristics – (such as ethnicity, languages spoken and eligibility for certain benefits;
- Family circumstances;
- Physical and mental health, including medical conditions;
- Support received, including care packages, plans and support providers.

We may also hold data that we have received from other organisations, including other schools and social services.

Why do we collect data?

We collect and use this data for the following purposes:

- Report on your child's attainment and progress;
- Keep you informed about the running of the school (such as emergency closures) and events;
- Process payments for school services and clubs;
- Provide appropriate pastoral care;
- Protect pupil welfare;
- Administer admissions waiting lists;

- Assess the quality of our services;
- Comply with our legal and statutory obligations;
- Ensure that your child gets the appropriate support.

Use of personal data for marketing purposes

Where you have given, us consent to do so, The Robert Drake Primary School may send marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting admin@robertdrake.essex.sch.uk.

Our Legal Basis for Using this data

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with legal obligation;
- We need to perform an official task in the public interest;
- We need to fulfil a contract we have entered into.

Less commonly, we may also process personal data in situations where:

- We have obtained consent to use it in a certain way;
- We need to protect an individual's vital interests (protect their life).

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so. Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of your data.

Collecting this information

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Storing this data

We keep personal information about families while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention policy sets out how long we keep information about parents and carers.

For more information on our data retention schedule and how we keep your data safe, please visit <https://robertdrake.co.uk/>

Who we share this information with

We do not share information with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions;
- Government departments or agencies – to ensure that the appropriate support is given to your child via funding through the school;
- Our regulator, Ofsted- should they wish during an inspection to evaluate the effectiveness of the school through gathering confidential views of parents/carers;
- Suppliers and service providers – to enable them to provide the service we have contracted them for;
- Financial organisations;
- Our auditors;
- Security organisations;
- Health and social welfare organisations – to meet our legal obligations to share certain information such as safeguarding concerns;
- Police forces, courts, tribunals- to meet our legal obligations to share certain information such as safeguarding concerns.

Transferring Data Internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Requesting access to your personal data

Under data protection legislation, parents/carers and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Penny Coe and Natalie Jackson (Co-Headteachers) via admin@robertdrake.essex.sch.uk.

You also have the following rights:

- object to processing of personal data that is likely to cause or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed, and;
- a right to seek redress, either through the ICO, or through the courts.

Withdrawal of consent and the right to lodge a complaint

If you have a concern or a complaint about the way we are collecting or using personal data, you should raise your concern with the school via admin@robertdrake.essex.sch.uk in the first instant or you have the right to [complain to the Information Commissioner](#).

For further information on how to request access to personal information held centrally by Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Where we are processing personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Penny Coe and Natalie Jackson (Co-Headteachers) via admin@robertdrake.essex.sch.uk.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 23rd January 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact:
Penny Coe and Natalie Jackson (Co-Headteachers) via admin@robertdrake.essex.sch.uk

More information about Data Protection and our Policies

How we manage the data and our responsibilities to look after and share data is explained in our Data Protection policy and connected policies which are also available on our website.