



Millfield School

Privacy notice for parents and carers – how we use your personal data

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

- Names, addresses and dates of birth
- Contact details (phone number and email address) and contact preferences
- Records of your correspondence with us
- Recordings of telephone calls (deleted after 28 days)

We may also collect, store and use information about you 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 about you that we have received from other organisations, including other schools and social services.

This information is held in Sims which is supported by Education Digital Services. The software is supported by Capita.

The school uses School Senergy to communicate with parents.

Information is also held in CPOMS.

We record telephone calls for security and safeguarding purposes. All call recordings are saved on one of the school's IT servers and are deleted after 28 days.

The school has CCTV across the school site and in the school Reception. The recordings are deleted after 14 days. (Please see separate CCTV Privacy notice).

Why we collect and use this information

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Provide appropriate pastoral care

- To safeguard students
- Assess the quality of our services
- Comply with our legal and statutory obligations
- To keep you informed of the running of the school and school events

The lawful basis on which we process this information

Under the General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

(c) Processing is necessary for compliance with a **legal obligation** to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

2. Paragraph 1 shall not apply if one of the following applies:

(j) Processing is necessary for archiving purposes in the **public interest**, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject

Less commonly, we may also process your 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

We collect information from:

Student admissions forms and common transfer files from previous schools.

New information you update us with or your child gives us

Police forces, courts or tribunals

Government departments and agencies

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, 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 information

The information is held in Sims which is supported by Education Digital Services. The software is supported by Capita.

Any of your personal information that is included in the student files is held securely up to the 31st August of the year the student reaches 25 year of age as per the school's retention schedule.

Who we share this information with

We do not share information about you 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 about you with:

- Our local authority (Lancashire County Council) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions.
- Government departments or agencies eg HAF codes via Holiday Activities,
- Department for Education
- Our regulator, e.g. Ofsted,
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Youth Support Services (if applicable)
- Charities and voluntary organisations
- Police forces, courts, tribunals

Requesting access to your personal data

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, please contact the Data Protection Officer, contact details below.

You also have the right to:

- to ask us for access to information about you that we hold

- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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

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

Further information

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

Mrs D Mountford Data Protection Officer

Millfield Science and PA College, Belvedere Road, Thornton Cleveleys, Lancs, FY5 5DG
01253 865929

dmountford@millfield.lancs.sch.uk

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

Last updated July 2026