



Warrender Primary School



Privacy Notice for Parents and Carers, Staff, Governors and Volunteers

Ratification by Warrender Governing Body	
Policy Updated:	July 2025
Date of next Review	July 2026
Signature (Governors):	<i>W Maynard</i>
Signature (Headteacher):	<i>H Brown</i>

Introduction

Warrender Primary School issues this Privacy Notice to the Parents and Carers of children attending, or previously attending our school for the purposes of providing clear information about collection, processing and storage of personal data. This Privacy Notice is linked with the Warrender Primary Data Protection Policy, which has been produced to satisfy the schools legal responsibilities in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA 2018).

Our school processes personal data relating to parents, pupils, staff, governors, visitors and others, and therefore is a data controller. We only collect and use pupils' personal data when the law allows us to.

We obtain pupil information via registration forms , medication forms, Common Transfer Files from previous schools , outside agencies as applicable , Child Protection Plans. We do this at the start of each academic year and as is required throughout the academic year.

While most of the information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

Most commonly, we collect and process this pupil information where we need to perform an official task in the public interest and / or we need to comply with a legal obligation.

- To protect and keep safe all pupils and staff
- To provide appropriate pastoral care
- To contact parents/carers to support their child
- To support pupil learning
- To monitor and report on pupil attainment and progress
- To meet the statutory duties placed upon us
- To assess the quality of our services

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Less commonly, we may also process pupils' personal data in situations where we have obtained consent to use it in a certain way and / or we need to protect the individual's vital interests (or someone else's interests). Some of the reasons listed above overlap and there may be several grounds, which justify our use of this data. Where we have obtained consent to use pupils' personal data this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

1. Types of Data

Information that we process include, but are not restricted to:

- Personal identifiers, contacts and characteristics (such as names, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language and free school meal / pupil premium eligibility, details of family circumstance)
- Safeguarding and child protection information (such as court orders, DSB checks and professional involvement)
- Special educational needs (such as professional involvement, care packages, plans and support providers)
- Medical and administration (such as doctors' information, child physical and mental health, dental health, allergies, medication, health conditions and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools or settings attended)
- Assessment and attainment (such as results of internal and externally set tests and teacher judgements)
- Behavioural information (such as reports, exclusions and any support put in place).
- Photographs and videos
- Details of complaints you have made
- CCTV Images

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

2. Retaining and Deleting Personal Data

We keep personal information about pupils securely for the duration of time they are on-roll. The pupil files are then transferred to the pupil's next education setting (either to the next primary school or the pupil's secondary school).

However, specific pupil information is retained if the pupil has been involved with a Child Protection concern, an accident or incident or has identified Special

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Educational Needs or Disabilities. In these cases, personal pupil information may be held securely for 25 years from the birth date of the pupil.

We do not share information about pupils 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 pupils with:

- Schools that the pupils attend after leaving Warrender Primary School
- Our Local Authority - London Borough of Hillingdon
- Examining Bodies and our regulator, Ofsted
- The Department for Education (DfE)
- National Health Service (NHS) and their commissioned health services
- Child and Adolescent Mental Health Service (CAMHS)
- London Borough of Hillingdon SEN/Inclusion Support Services or out of Borough SEN team
- London Borough of Hillingdon SEN services (where the pupil resides in London Borough of Hillingdon)
- Social Services and other social welfare organisations
- Police forces, courts and tribunals
- Trip locations (such as swimming pools etc) to support accessibility and health and safety
- Suppliers and service providers to enable them to provide the service we have contracted them for – for example: catering company
- **The National Pupil Database:**

We are required to provide information about pupils to the Department for Education (DfE) as part of statutory data collections such as the school census. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The DfE may share information from the NPD with other organisations that promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information please contact the Department for Education - <https://www.gov.uk/contact-dfe>

3. Sharing Data

We share news items on class dojo, school website and weekly newsletters to celebrate pupil and school achievements. Consent for sharing of images/videos on these portals are sought from parents in advance. The first name of pupils are only shared for safeguarding purposes. Consent for sharing these images may be withdrawn at any time. Any official school portals are not for marketing purposes and are solely to communicate news and celebrations.

4. Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in section 2 above are as follows:

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We collect and use information under:

- Vital interests- to keep our pupils safe in terms of medical emergencies and the schools need to share their health information with paramedic.
- Legal Obligation – meeting Safeguarding Legislation, attendance requirements, submitting data to the DFE, meeting Health and Safety regulations.
- Consent- consent is gained when no lawful requirement or core school functions are in place- for example using photos on a newsletter
- Contract – managing school meals, wrap around care, trips and Nursery additional hours
- Legitimate interest – CCTV for security, fundraising and school surveys to improve services
- Public task – safeguarding, assessment, delivering national curriculum and educating children

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.

Subject Access Rights (SARs)

Under the EU General Data Protection Regulation (GDPR) those Data Subjects have the following rights:

- Access to personal data
- Rectification of incorrect data
- Erasure of time elapsed data
- Restriction of processing under certain circumstances
- To object to certain processing of data
- To data portability
- To complain to a supervisory authority
- Withdraw consent

Parents/carers have a legal right to access their child's 'educational record'. Individuals also have the right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, we will provide this in accordance with our Data Protection Policy.

Data Protection Officer

We have appointed Inspire who have named John Moorhouse as our Data Protection Officer. Contact details are provided within our Data Protection Policy document.

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