



# Privacy Notice

Approval Requirements	The full Governing body
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Signed	<i>Dhaneka</i>

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## Introduction

At Park Way Primary School, we are committed to protecting the privacy and security of personal data. This privacy notice outlines how we collect, use, store, and share personal information about pupils, parents, staff, and visitors in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### 1. The Personal Data We Collect

We collect and process personal data for different categories of individuals:

#### **Pupils:**

- Name, date of birth, unique pupil number
- Contact details (address, phone number, email)
- Educational records, assessment results, attendance
- Medical and safeguarding information
- Special educational needs (SEN) and disability information
- Behavioural records and exclusions
- Photographs and CCTV footage (where applicable)

#### **Parents/Guardians:**

- Contact details (address, phone number, email)
- Relationship to the child
- Emergency contact information
- Financial details (for payments, where applicable)

## **Staff and Governors:**

- Contact details, employment records, and qualifications
- Payroll and pension details
- DBS and safeguarding checks
- Performance appraisals

## **Visitors and Contractors:**

- Name, contact details, and purpose of visit
- CCTV footage (where applicable)

## **2. Why We Collect and Use Personal Data**

We collect personal data for the following purposes:

- To support pupil learning and provide education services
- To safeguard pupils and staff
- To monitor and report on pupil progress
- To comply with legal and statutory requirements
- To administer school admissions and attendance
- To manage staff employment and payroll
- To communicate with parents and guardians
- To ensure site security and visitor management

## **3. The Legal Basis for Processing Data**

We process personal data under the following legal bases:

- **Public task** – Processing is necessary to perform a task in the public interest or official function
- **Legal obligation** – To comply with legal and regulatory requirements
- **Contractual obligation** – To fulfil employment or service contracts
- **Consent** – Where we request specific consent for activities such as marketing or photography
- **Vital interests** – To protect someone's life in emergencies

## **4. Data Sharing**

We may share personal data with:

- The Department for Education (DfE)
- Local authorities and regulatory bodies
- Exam boards and assessment providers
- Health and social care services
- Law enforcement agencies (where required)
- Third-party service providers (e.g., school meal providers, IT support services)

We ensure that data sharing complies with UK GDPR and that third parties handle data securely.

## 5. Data Retention

We retain personal data in accordance with legal and statutory guidelines. Data is securely deleted when no longer required.

## 6. Security Measures

We implement appropriate security measures to prevent unauthorised access, loss, or misuse of personal data. This includes password protection, encryption, and secure storage facilities.

## 7. Your Rights

Under UK GDPR, individuals have the following rights:

- **Right to be informed** – About how we use personal data
- **Right of access** – To request copies of personal data
- **Right to rectification** – To correct inaccurate data
- **Right to erasure** – In certain circumstances
- **Right to restrict processing** – In limited situations
- **Right to data portability** – Where applicable
- **Right to object** – To certain types of processing
- **Rights related to automated decision-making**

To exercise your rights, please contact the school office.

## 8. Contact and Complaints

The school buys into an external Data Protection Officer Service from Cantium Services. For further information about any aspect of GDPR or about the data we hold and how we use it, please contact our school office staff.

If you have concerns about our data handling, you can contact the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk)

## 9. Updates to This Notice

We may update this privacy notice periodically. The latest version will always be available on our website or upon request.

## 10. Useful Links and Resources

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources>

*By continuing to use our services, you acknowledge this privacy notice. Thank you for your cooperation in keeping our school community safe and compliant with data protection laws.*