Chieveley Primary School

Privacy Notice for Parents/Carers – Use of Your Child's Personal Data Last Updated: November 2026.

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to explain how we collect, store, and use personal data.

This privacy notice outlines how Chieveley Primary School collects, processes, and protects personal data about pupils.

Who We Are
Chieveley Primary School is the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is: **Gerard Strong**

Contact via the School Office or email:

Gerard Strong
Data Protection Officer – SchoolDPO.com
gerard@schooldpo.com

What Data We Collect

We collect, use, store, and share (where appropriate) personal data, including but not limited to:

- Contact details, preferences, date of birth, and identification documents.
- Results of assessments and tests.
- Pupil and curriculum records.
- Characteristics (e.g., ethnic background, eligibility for free school meals, special educational needs).
- Attendance and safeguarding information.
- Medical conditions, including physical and mental health.
- Details of support provided (e.g., care packages, plans, providers). Photographs and CCTV images captured in school.

We may also receive data about pupils from other organisations, such as previous schools, local authorities, or the Department for Education.

Why We Use This Data

We use personal data to:

- Support pupil learning and monitor progress.
- Provide appropriate pastoral care.
- Protect the welfare of pupils.
- Administer admissions and waiting lists.
- Comply with legal obligations, such as safeguarding. Assess the quality of our services.

Our Legal Basis for Processing Data

We process personal data where:

- It is necessary to comply with a legal obligation.
- It is required for the performance of a public task in the public interest.

In some cases, we may process data where:

- Consent has been given for a specific purpose (e.g., photos for marketing). It is necessary to protect someone's vital interests.

Where consent is the basis for processing, this can be withdrawn at any time.

How We Store Data

We retain personal data securely in line with the retention periods set out in the **Information and Records Management Society (IRMS) toolkit for schools**. Data that is no longer needed is securely destroyed.

Who We Share Data With

We do not share personal information with third parties unless legally required or necessary for our operational purposes. This may include sharing with:

- Local authorities (e.g., safeguarding concerns).
- The Department for Education (e.g., statutory data collections).
- Examination boards and educators.
- Health and social care professionals. Police, courts, and tribunals.
- Professional bodies and consultants.

For details on data shared with the Department for Education, visit: DfE Privacy Notice.

National Pupil Database

We are required to provide information to the Department for Education, which stores it in the **National Pupil Database (NPD)**. This data supports school performance research and policy-making. For more details, visit: National Pupil Database.

International Transfers

If personal data needs to be transferred outside the UK, we ensure it is protected by appropriate safeguards, such as standard contractual clauses or adequacy decisions.

Your Rights Regarding Personal Data

Under UK GDPR, individuals have the right to:

- Access personal data held about them (via a Subject Access Request).
- Request rectification or deletion of inaccurate data.
- Object to processing that causes damage or distress.
- Restrict processing in certain circumstances.
- Request portability of their data to another organisation. To exercise these rights, contact our Data Protection Officer.

How to Make a Subject Access Request (SAR)

To request access to personal data, please contact the School Office or our DPO. We will:

- Provide a description of the data we hold.
- Explain why and how we process it.
- Share details of who the data is shared with.
- Provide a copy of the data in an intelligible format.

We aim to respond to SARs within one month, but extensions may apply for complex requests.

Complaints

We take complaints about our data processing seriously. If you have concerns, please contact our Data Protection Officer in the first instance. Alternatively, you can escalate your complaint to the Information Commissioner's Office (ICO):

- Online: ICO Complaints
- Phone: 0303 123 1113
- Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact Us

For further information or questions about this privacy notice, please contact:

Contact via the School Office or email: Gerard Strong
Data Protection Officer – SchoolDPO.com
gerard@schooldpo.com

This privacy notice is reviewed annually and reflects the latest data protection guidance.