



Christ Church CE VC Primary School

“Together we learn - Together we grow - Together we flourish”

Some seeds fell on good earth and produced a harvest beyond wildest dreams.

Matthew 13:8

Privacy Notice Pupils, Parents and Carers

Date ratified: March 2025

Ratified by: Governing Body

Review date: September 2025

Introduction

This privacy notice explains how we collect, use, and share personal data about pupils and parents/carers in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Data Controller and Data Protection Officer

Data Controller

Christ Church Church of England (VC) Primary School ("we," "our," or "the school") is the data controller for the purposes of UK GDPR.

Data Protection Officer (DPO)

Our Data Protection Officer (DPO) is responsible for advising on data protection matters. You can contact them at:
Name: Jeremy Shatford

Email: dpo@jeremyshatford.co.uk

For any queries regarding how your personal data is handled, including exercising your rights, please contact the DPO.

Types of Personal Data We Collect

We collect and process the following categories of personal data:

- Pupil Information: Name, date of birth, gender, home address, emergency contacts, medical conditions (where necessary), special educational needs (SEN), ethnicity, and national identity.
- Parent/Carer Information: Name, contact details, relationship to pupil, and communication preferences.
- Academic and Behavioural Information: Attendance records, test results, schoolwork, and disciplinary records.
- Financial Information (where applicable): Payment details for school services such as meals and trips.
- Technical Data (for website visitors): IP address, browser type, and operating system when using school online services.

Special Category Data

We may process special category data, including health information, ethnicity, and religion, under Article 9(2) of UK GDPR where necessary:

- With explicit consent (e.g., medical conditions for school trips).
- To protect vital interests in emergencies.
- For reasons of substantial public interest, such as equal opportunities monitoring.

Why We Collect and Use Personal Data

We process personal data for the following purposes:

- To support pupil learning and provide educational services.
- To safeguard and protect pupil welfare.
- To manage school administration (e.g., attendance tracking, trip planning).
- To comply with legal obligations (e.g., Department for Education reporting).
- To communicate with parents/carers regarding school matters.
- To assess and improve school performance.

Lawful Basis for Processing

We rely on the following lawful bases under UK GDPR:

- Public Task – Processing necessary for our educational functions.
- Legal Obligation – Compliance with laws and regulatory requirements.
- Consent – Where required (e.g., use of images in promotional materials).

- Vital Interests – To protect a child’s life or wellbeing in emergencies.
- Legitimate Interests – Where processing is necessary for the school’s interests, balanced against individual rights.

Data Sharing

We only share personal data where necessary. This includes:

- With the Local Authority and Department for Education (DfE) for statutory reporting.
- With exam boards for administering assessments.
- With healthcare professionals where needed to support pupil welfare.
- With other school service providers under written agreements ensuring data security.

Data Retention

We retain personal data in line with legal and regulatory requirements. Key retention periods include:

- Pupil records: are transferred to the school the pupil moves on to, typically the Secondary School where it is kept until the child turns 25.
- Attendance records: Kept for 6 years after the academic year.
- Safeguarding records: are transferred to the receiving school and kept in line with statutory guidance.
- For further details, refer to our Records Retention Policy.

International Data Transfers

We store most personal data in the UK. Where data is transferred outside the UK/EEA, we ensure appropriate safeguards are in place, such as:

- Standard Contractual Clauses (SCCs) approved by the UK Government.
- Suppliers operating under equivalent data protection standards.

Your Data Protection Rights

You have the following rights under UK GDPR:

- Access: Request a copy of your or your child’s personal data.
- Rectification: Correct inaccurate or incomplete data.
- Erasure: Request deletion of data in certain circumstances.
- Restriction: Limit how we process your data.
- Objection: Object to processing based on legitimate interests.
- Data Portability: Request data in a structured format where applicable.

For requests, please contact our DPO.

Children’s Data Rights

We recognise that children have data protection rights. Pupils may exercise their rights, depending on their maturity and understanding. We will assess each request on a case-by-case basis.

Contact and Complaints

If you have any questions about this Privacy Notice or how we handle your personal data, please contact:

- **Our School Office**
 - **Phone:** tel:01225 863444
 - **Email:** admin@christchurch.wilts.sch.uk

Or

- **Our Data Protection Officer (DPO):**
 - Jeremy Shatford
 - Email: dpo@jeremyshatford.co.uk

Complaints to the ICO

If you have concerns about how we handle personal data, in the first instance contact us as above, if you believe that we have still got something wrong you can contact the Information Commissioner’s Office (ICO):

- Website: www.ico.org.uk
- Phone: 0303 123 1113

Changes to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in our practices, legal requirements, or operational needs. Any significant changes will be communicated, and the latest version will always be available on our website.