Ashdown
Primary School

School Privacy Notice for Primary School Pupils and their Parents Policy

Review Date: June 2026

Next review date: Summer 2027

Vision

Empower everyone to discover their potential, develop the skills to thrive with confidence and compassion, and make a positive difference in the world.

At the heart of our vision are our three key drivers:

People, Planet and Potential

People: we put **people** first. Kindness, inclusion, respect and support are the golden threads that run through our school day. Our school community is ambitious yet supportive; a place where everyone is valued and belongs.

Planet: We care deeply about our **planet** and our responsibility to protect it. We learn together how to make choices that are sustainable, kind, and thoughtful—helping children become global citizens who care about the world around them.

Potential: We believe every child and adult in our school community has **unique potential,** and it's our job to nurture it—whether that's academic, creative, social or emotional. We are an ambitious, supportive community where success is celebrated in all its forms.

Ethos Statement

We value everyone, nurture their strengths and enable them to flourish.

Values

Caring, Curious and Confident

Equal Opportunities

At Ashdown Primary School we believe that all children, regardless of first language, disability, race, gender, cultural or socio-economic background, should receive equal access to the full school curriculum.

Disability Statement

Ashdown Primary School is proud to be an inclusive school. We are able to offer access to the full curriculum for children who have a physical disability.

We have easy access into the main part of the building and have disabled toilet facilities within the school.

As with any additional needs the schools work closely with parents and appropriate outside agencies

Introduction

The General Data Protection Regulation (GDPR) was introduced in May 2018. This Privacy Notice describes how the school gathers and processes personal data relating to parents and pupils in its role as a 'data controller' under Data Protection legislation.

The processing of personal information by the school is predominantly for the statutory provision of education in a safe environment. The processing assists in the provision of the pupil's education and in the safeguarding and welfare of that child.

What information is processed?

The school gathers information from other schools, local authorities, Department for Education, other public bodies and from parents / carers.

The categories of pupil and parent data collected and processed include:

- personal information of pupil and parent/carer (name, contact details, age, unique pupil number, identification)
- protected characteristics (ethnicity, language, nationality, country of birth and eligibility for free school meals)
- attendance record (sessions attended, absences and absence reasons)
- relevant medical or dietary information (doctor information, medical conditions allergies, medication and dietary requirements)
- special educational needs and disability information
- behavioural information (rewards, sanctions, exclusions)
- safeguarding information (court orders and involvement of other professionals)
- any support received from social services
- school test and exam results
- video and audio recordings, including CCTV images

What is the information used for?

The information is required so that the school can provide pupils with an education and to keep them safe. The school must also comply with other legal obligations.

The data is used to:

- keep pupils safe
- meet the school's statutory duties
- monitor and report on pupil progress
- support pupil learning
- provide pastoral care and support
- assess the quality of the school's teaching and learning
- meet statutory requirements for the sharing of pupil data
- provide effective catering services
- provide payment and booking systems for catering, photographs, activities and trips
- celebrate achievement (within the school community through newsletters and website, with the wider community through press releases and social media – subject to the appropriate consent)

What is the legal basis for the processing?

The school processes pupil and parent data to meet the statutory obligation to provide education to the pupil in a safe environment. The legal basis for processing parent and pupil data is detailed below:

Legal Obligation – school admission, sharing data with the DfE and the Local Authority, special educational needs and keeping children safe in education.

Public Task – sharing of data with other schools in support of education and transition, monitoring of attendance and behaviour, use of online learning applications and tools to support the administration of the school and the learning of pupils, use of CCTV to protect parents and pupils.

Consent – where another legal basis is not already in place, such as school photographs, video and audio recordings, healthcare plans and the external sharing of personal information. Consent is gathered from parents and can be withdrawn at any time.

Legitimate Interest – such as contact with parents to provide important information, the gathering of financial information to provide appropriate catering and activities.

How long is personal data held?

Pupil data is held in accordance with the school's Retention Schedule. Pupil data is normally transferred between schools when a pupil joins or leaves the school. In some instances (such as accident reports) information may be held longer when a legal basis is present. The Retention Schedule identifies how long personal data is held by the school for all processing activities.

Who is the information shared with?

When we share information with others, we make sure it is kept safe and secure, following the requirements set out in law. We share information with organisations so that we can provide the best education to pupils and enable access to services that support the family.

Individual data is shared with:

- the next school that the pupil joins, for the on-going continuity of education
- East Sussex County Council, for the monitoring and improvement of educational standards
- the Department for Education (DfE) and the National Pupil Database, for the evaluation of educational attainment, funding and policy development at a National level
- the School Nurse, for the monitoring of pupil health
- catering provider, for the provision of meals
- the providers of educational software, for the support and improvement of educational standards
- parental communication tools
- Police, Social Services and other appropriate professional groups

How can I access my data?

Data protection legislation gives individuals specific rights, which include the right to access their data. The school has an Individual Rights Form in place that supports individuals to access their rights over their personal data. To make a request for your personal information, or to exercise any of your individual rights, please contact the school office.

The other rights allow individuals to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- have inaccurate personal data rectified
- to restrict or erase information that no longer has a legal basis to be held

In some circumstances, where a legal reason exists, the school may decline a request by an individual about their data. In this case an explanation will be provided as to why the school is unable to support the request.

Data Protection Officer

The school has appointed an independent Data Protection Officer as its DPO.
The Data Protection Officer is Roger Simmons and may be contacted via email at rsimmonsltd@gmail.com and via telephone on 07704 838512.

However, please contact the school in the first instance if you have a query regarding this Privacy Notice or how your information is used.

Further information about the Principles of GDPR, the Rights of Individuals and the legal basis for processing data is available in the school's Data Protection and Information Security Policy.