 

**CROCKERTON CHURCH OF ENGLAND VA PRIMARY SCHOOL**

**VISION STATEMENT**

Within the love of God together we live, learn, care, and celebrate.

For each other and for ourselves we aim for the best.

Potters Hill

Warminster

Wiltshire

BA12 8AB

Telephone: 01985 212168

Email: admin@crockerton.wilts.sch.uk

Website: <https://crockerton.wilts.sch.uk/>

Headteacher: Mrs N Ilic

**Privacy Notice for Pupils, Parents, and Carers**

This is a single policy which has been written on behalf of the Governing Body for Crockerton Church of England VA Primary School.

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| **Written**  | March 2025 |
| **Reviewed**  |  |
| **Author**  | Data Protection Officer & Governors |
| **Next Review**  | March 2026 |

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# Introduction

## We are committed to protecting the privacy and security of personal data. This Privacy Notice explains how we collect, use, and protect the personal data of pupils and parents/carers. It also outlines your rights regarding your personal data and how you can exercise them.

# Who We Are

## We are Crockerton Church of England VA Primary School [theSchool], located at address above. For data protection purposes, we are the "data controller" of the personal data provided to us.

# The Personal Data We Collect

## We collect personal data necessary for the provision of education and support, including:

* **Pupil Information:** Name, date of birth, gender, home address, parent/carer contact details, emergency contact information, health and medical details, special educational needs (SEN) data, attendance records, assessment data, behavioural records, and photographs.
* **Parent/Carer Information:** Name, address, contact details, relationship to the pupil, and relevant information to support the pupil’s education, along with Bank details and payment information where applicable.

# How We Use Your Personal Data

## We process personal data for the following purposes:

* **Education:** Providing and managing education, exams, and pastoral care.
* **Safeguarding:** Protecting pupils’ welfare and ensuring health and safety.
* **Communication:** Keeping parents/carers informed about school matters.
* **Legal Obligations:** Compliance with statutory reporting to government bodies.
* **School Administration:** Managing admissions, attendance, and governance.

# Legal Basis for Processing We process data under:

* **Public Task:** Necessary for the school’s official functions.
* **Legal Obligation:** Required by law (e.g., safeguarding, census reporting).
* **Contractual Necessity:** When providing educational services.
* **Consent:** Required for optional activities like marketing or photographs.
* **Legitimate Interests:** In specific cases where processing is necessary.

# Data Sharing and Third Parties We share data with:

* **Local Authorities** for admissions, SEND and safeguarding.
* **Department for Education (DfE)** as required by law.
* **Health and Social Welfare Organisations** for pupil welfare.
* **Education Software Providers** to support learning and school operations.
* **Examination Boards** for assessments and qualifications.

## We use secure third-party data processors, such as Wonde, for securely transmitting pupil data. A full list of third-party processors can be requested from the school office.

# International Data Transfers

## We do not routinely transfer personal data outside the UK. If we do, we ensure appropriate safeguards are in place.

# Data Retention

## We retain data only as long as necessary for educational, legal, or administrative purposes. Key retention periods are outlined in our Records Management Policy.

# Your Rights

## You have the right to:

* Request access, correction, or deletion of your data.
* Restrict or object to processing in certain circumstances.
* Request data portability where applicable.

## To exercise these rights, contact us at [School Contact Information].

# CCTV and Biometric Data

## The school operates CCTV for security and safeguarding purposes. Details are available in our CCTV Policy. The school does not use biometric data (e.g., fingerprints or facial recognition).

# Data Security

## We implement appropriate measures to protect personal data from unauthorised access or misuse.

# Updates to This Notice

## We may update this notice periodically and encourage you to review it. The latest version is always available on our website.

# Contact Information

## For data protection queries, contact our School Office: whose contact details are above or our Data Protection Officer: Jeremy Shatford Email: dpo@jeremyshatford.co.uk.

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