

School Privacy Notice

Who we are

Barmby on the Marsh Primary is a primary school. We are the **data controller** for the personal data we collect and use.

Our commitment to privacy

We take your privacy seriously. This notice explains how we collect, use, store and protect personal data relating to pupils, parents/carers, staff and visitors.

We review this notice **at least once a year** and whenever there is a significant change to how we use personal data.

What personal data we collect

We may collect and use the following types of personal data:

- **Pupils:** name, date of birth, address, contact details, assessment and progress data, attendance, safeguarding information, medical information, special educational needs information, photographs (where applicable)
- **Parents/carers:** names, contact details, relationship to the child
- **Staff:** contact details, employment records, qualifications, payroll and absence information
- **Visitors:** names and safeguarding information where required

Some of this information is classed as **special category (sensitive) data**, such as health or safeguarding information.

Why we collect and use personal data

We use personal data to:

- support pupil learning, welfare and safeguarding
 - monitor progress and educational outcomes
 - manage admissions, attendance and behaviour
 - meet our legal and statutory obligations
 - communicate with parents/carers and staff
 - manage our workforce and payroll
 - keep the school site safe and secure
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Lawful basis for processing

Under UK GDPR, we process personal data because:

- it is **necessary for us to perform a public task** (education and safeguarding)
- it is **necessary to comply with a legal obligation**
- it is **necessary for the performance of a contract** (for staff)
- in limited cases, we have **consent**

For special category data, we rely on additional legal conditions, such as reasons of substantial public interest, safeguarding, or provision of education.

Who we share personal data with

We only share personal data where it is lawful and necessary. This may include:

- **The Department for Education (DfE)** – as required by law
- the local authority
- exam boards and assessment providers
- health and social care services
- safeguarding partners
- school service providers (such as IT systems), under strict data protection agreements

We do **not** sell personal data.

How we store personal data

We keep personal data securely, using appropriate technical and organisational measures.

We only keep data **for as long as necessary**, in line with our retention schedule and legal requirements. When data is no longer needed, it is securely destroyed.

Your rights

Under data protection law, you have the right to:

- be informed about how your data is used
- access your personal data
- request correction of inaccurate data
- request deletion of data (in certain circumstances)

- restrict or object to processing
- request data portability
- object to automated decision-making and profiling

To exercise your rights, please contact us using the details below.

Changes to this privacy notice

If we make any significant changes to how we use personal data, we will notify parents/carers, pupils and staff and update this notice.

If you have concerns about how we handle your data, you can also contact the **Information Commissioner's Office (ICO)** at www.ico.org.uk.