



Wittersham Church of England School

Pupil and Parent Privacy Notice

We strive to cooperate and work alongside all members of our community to feel valued, nurtured, and empowered as they embark upon their journey to become the very best that God intended. Throughout their voyage of discovery with us, we ensure all children are provided with a rich curriculum and experiences that promote courage and a strong moral purpose underpinned by our Christian values, preparing them to become compassionate citizens within our rural community and the wider world.

Wittersham Church of England Primary School

Address: The Street, Wittersham, Tenterden, Kent TN30 7EA

ICO Registration Number: Z9462675

Data Protection Officer (DPO): Satswana

Introduction

At Wittersham Church of England Primary School, we are committed to keeping your personal information safe, secure and transparent. This privacy notice explains what information we collect, why we collect it, how we use it and who we may share it with. We are required to provide this information under data protection law. This notice applies to all current, past and prospective pupils and their parents or carers.

What do we mean by personal data?

Personal data is any information that can identify a person. This includes names,

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contact details and information about a child's education or wellbeing. We process (use) personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

What information we collect

As part of running our school, we collect and use a range of information about pupils and parents. During admissions and enrolment: names, addresses, phone numbers and email addresses; date of birth and identification details. During a child's time at Wittersham: attendance and assessment information; behaviour and safeguarding records; special educational needs and disability (SEND) information; medical and dietary information; photographs and recordings of school life; use of school systems, devices and online platforms; visitor logs and digital access records. We may also receive information from previous schools, the Local Authority, health and social care services and government departments.

Why we use this information

At Wittersham, we use personal data to support each child's learning, wellbeing and development. This includes supporting teaching and learning, monitoring progress and attainment, providing appropriate support and intervention, keeping children safe and safeguarding their wellbeing, communicating with families, managing the day-to-day running of the school and meeting our legal responsibilities. We may also use data to provide online learning platforms, monitor school performance, review CCTV footage where necessary and provide access to school services.

Information about parents

We collect information about parents and carers so we can stay in contact with you, support your child's education and care and manage payments for trips, clubs or services. This includes names and contact details, payment information and family information where relevant for safeguarding.

Our legal basis for using data

We only use personal data when the law allows us to. This includes when we are required to by law (for example safeguarding, attendance and census returns), when it is necessary for our public task (running the school), when it is needed to fulfil a contract (such as wraparound care or trips), when you have given consent (for example photos for the website) and when it is necessary to protect someone's safety.

Using sensitive information

Some information is more sensitive, such as health information, SEND information, ethnicity or religion and biometric data (if used). We only use this information when it is necessary and lawful, for example to support a child's health and wellbeing, for safeguarding, to meet legal requirements or with your explicit consent where required.

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Monitoring and use of school systems

We may monitor the use of school devices and systems to keep pupils safe, protect our network and ensure policies are followed.

How long we keep information

We keep information for as long as necessary to support a child's education and meet legal requirements. This includes pupil records transferring to the next school, some records being kept until age 25 (for example SEND records) and safeguarding records being kept in line with guidance. When information is no longer needed, it is securely deleted or anonymised.

Sharing information

We do not share personal data without good reason. We only share information where the law requires it or allows it. We may share data with the Department for Education (DfE), Kent County Council (Local Authority), Ofsted, other schools (for transfers), health professionals and support services, police or social services (for safeguarding) and approved school service providers such as IT systems or catering.

National Pupil Database (NPD)

We are required to share certain information with the Department for Education, which is stored in the National Pupil Database. This is used to improve education, support research and statistics and inform policy and funding. Strict controls are in place to protect this data.

Learning Records Service

The Learning Records Service provides each pupil with a Unique Learner Number and supports their education record across settings.

International data transfers

Some systems we use may store data outside the UK. Where this happens, we ensure appropriate safeguards are in place to protect your information.

Keeping your data secure

We take data security very seriously. We protect your information through staff training, secure systems and passwords, controlled access to data and regular monitoring and checks. If a data breach occurs, we will take appropriate action and inform you where required.

Your rights

Under data protection law, you have rights over your information. These include the right to access your data, correct inaccurate information, request deletion in certain cases, withdraw consent, object to certain uses of data and make a complaint. To exercise your rights, please contact our Data Protection Officer.

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Complaints

If you have concerns about how we use your data, please contact the school or the Data Protection Officer in the first instance. If you are not satisfied, you can contact the Information Commissioner's Office (ICO). <https://ico.org.uk/concerns/>

Telephone: 0303 123 1113

Early Years

Where Early Years provision is in place, we may collect additional information such as learning observations, development records and photos and videos of learning. This is used solely to support children's development and is stored securely.

Changes to this notice

We may update this privacy notice from time to time. Any significant changes will be shared with families and published on our website.

If you have any questions about this notice, please contact the school office or our Data Protection Officer.

Contact us

If you would like more information, please contact:

Headteacher:

Mrs Stella Coulson

Email: headteacher@wittersham.kent.sch.uk

Data Protection Officer:

Satswana Ltd

Email: admin@satswana.com

Tel: 01252 759177