



Newington Community Primary School

Privacy Notice - Parent

This notice explains how **Newington Community Primary School** collects, stores, and uses personal data about pupils and their families. We are the "data controller" for the purposes of data protection law, and we are committed to protecting the privacy of our school community.

1. The Personal Data We Hold

We hold personal information about our pupils and, in some cases, their parents/carers to ensure we can provide a safe and effective learning environment. This includes:

- **Contact details:** Names, addresses, telephone numbers, and email addresses.
 - **Characteristics:** Date of birth, gender, ethnicity, language, and eligibility for free school meals.
 - **Attendance:** Records of sessions attended, number of absences, and reasons for absence.
 - **Assessment:** National curriculum assessment results (e.g., SATs, Phonics Screening).
 - **Medical information:** Allergies, medication requirements, and records of physical or mental health.
 - **Special Educational Needs (SEN):** Learning requirements and support plans.
 - **Safeguarding:** Information relating to child protection or welfare.
 - **Visual Media:** Photographs and CCTV footage captured on school premises.
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2. Why We Use This Data

We use this data to:

- Support pupil learning and monitor progress.
 - Provide appropriate pastoral care.
 - Protect pupil welfare and maintain robust safeguarding.
 - Administer admissions waiting lists.
 - Comply with the law regarding data sharing with the Department for Education (DfE).
 - Communicate school news, events, and emergencies to parents.
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3. The Legal Basis for Processing

Under the UK GDPR, we only process personal data when we have a valid legal reason:

1. **Public Task:** To provide a public education and fulfil our official functions as a school.
 2. **Legal Obligation:** To comply with laws (e.g., reporting to the DfE or responding to a court order).
 3. **Vital Interests:** To protect a child's life in a medical emergency.
 4. **Consent:** For non-essential activities, such as using your child's photo in a local newspaper. **You may withdraw consent at any time.**
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4. Data Sharing

We do not share information with anyone without consent unless the law and our policies allow us to do so. We routinely share pupil information with:

- **Schools** that the pupil attends after leaving us.
- **Our Local Authority** (to meet statutory obligations).
- **The Department for Education** (for the National Pupil Database).
- **The NHS** (for immunization or screening programs).

- **Educational Software Providers** (e.g., apps for homework or communication) who are strictly vetted for security.
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5. How Long We Keep Data

We keep personal information about pupils and parents while the child is attending our school. We may also keep it beyond their attendance if we are required to by law. Our **Record Retention Schedule** sets out how long we keep information (e.g., primary school files are usually transferred to the secondary school upon transition).

6. Your Rights

As "data subjects," parents and pupils have certain rights:

- **Subject Access Request (SAR):** You can request a copy of the personal information we hold about you or your child.
 - **Correction:** You can ask us to correct inaccurate or incomplete data.
 - **Objection:** You can object to us using data for specific purposes (e.g., marketing).
 - **Erasure:** In certain circumstances, you can ask for data to be deleted.
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7. Contact and Complaints

If you have any questions or wish to exercise your rights, please contact our **Data Protection Officer**:

- **Name:** Judy Brace - Chief Finance Officer, Coastal Academies Trust
- **Email:** judybrace@kingethelbert.kent.sch.uk
- **Address:** Princess Margaret Avenue, Ramsgate. CT12 6HX
- **Phone:** 01843 593412

If you remain unhappy with how we have used your data, you can complain to the **Information Commissioner's Office (ICO)** at www.ico.org.uk.

Note: This notice is based on current UK GDPR and Data Protection Act 2018 requirements. It will be reviewed annually.