



Love Care Respect

To aspire to being outstanding in everything we do, by always aiming higher.

"Let your light shine in all you say and do."

Matthew 5:16

Privacy Notice for Parents and Carers

(How we use your personal information)

Last updated: October 2025

1 Introduction

- 1.1 Wylve Valley Primary School ("we", "our", "us") is a maintained primary school and the **data** controller for the personal data we collect about you. This Privacy Notice explains how we collect, use, share, and protect your personal data in accordance with the **UK GDPR**, the **Data Protection Act 2018**, and the **Data (Use and Access) Act 2025 (DUAA)**.
- 1.2 If you have any questions about how we handle your personal data, please contact our School Office:
 - **Email:** admin@wylvevalley.wilts.sch.uk
 - **Phone:** 01985 850461

2 The Personal Data We Collect About You

- 2.1 We collect and process the following categories of data about parents and carers:
 - Basic personal details: full name, title, address, phone numbers, email, workplace contact details
 - Relationship to the pupil: including parental responsibility status
 - Emergency contact information
 - Court orders and legal documents (e.g., parental responsibility documentation, Section 8 orders, prohibited steps orders, child arrangement orders)
 - Medical or accessibility needs affecting interactions with the school

- Communication preferences
- Free School Meals (FSM) eligibility information
- Financial data: payments for meals, trips, clubs, or other charges (via ParentPay or equivalent)
- Volunteer information, including DBS checks where applicable
- Safeguarding disclosures where necessary and appropriate
- Support service referrals (e.g., Early Help, Family Support)
- Consents: photography, trip participation, use of online platforms
- Correspondence between school and parent/carer (e.g., complaints, concerns, enquiries)

3 Why We Collect and Use This Data

3.1 We process your data to:

- Contact you regarding your child's education, wellbeing, or in an emergency
- Manage day-to-day school communication and updates
- Assess and administer eligibility for Free School Meals or Pupil Premium
- Ensure the **safety, safeguarding, and welfare of pupils**
- Comply with family court orders or other legal obligations
- Record and process payments or financial transactions
- Provide access to systems and services (e.g., ParentMail, online learning platforms)
- Enable parental involvement in school activities and volunteering
- Ensure accessibility and respond to reasonable adjustments
- Comply with statutory duties from the Department for Education or Local Authority

4 Lawful Bases for Processing

4.1 For most processing, we rely on:

- **Public Task:** Processing necessary to carry out our statutory duties (e.g., education, safeguarding, reporting, admissions).
- **Legal Obligation:** To comply with laws relating to education, safeguarding, equality, and financial obligations.
- **Vital Interests:** To protect the health or safety of a child or individual in an emergency.
- **Consent:** Where permission is required (e.g., photography, certain communications).

4.2 Recognised Legitimate Interests (RLI) under DUAA 2025:

We may rely on RLI for **non-statutory activities** that support safeguarding or public-interest purposes, particularly when collaborating with external organisations.

Examples:

- Sharing information with mental health charities or external counsellors supporting a pupil
- Participation in multi-agency early help programmes or pilot projects
- Allowing external safeguarding auditors or evaluators access to anonymised or limited data

Note: RLI does not replace Public Task. It is only used for activities outside statutory duties.

4.3 Special Category Data (e.g., health, court orders) is processed under:

- **Explicit Consent** (where applicable)
- **Legal obligations or judicial acts** (e.g., safeguarding, court orders)
- **Substantial Public Interest** (e.g., safeguarding, child protection)

5 Who We Share Your Information With

- 5.1 Data is shared only when necessary, proportionate, and lawful:
- Local Authority (e.g., Wiltshire Council) for safeguarding, admissions, and support services
 - Department for Education (DfE) and its systems (e.g., National Pupil Database)
 - NHS and Public Health England (e.g., vaccinations, outbreaks, medical incidents)
 - Educational platforms (ParentMail, Wonde, Microsoft 365, learning apps)
 - School meal and payment providers (ParentPay or equivalents)
 - Safeguarding partners: social care, police
 - Family courts or legal representatives under court direction
 - Approved volunteers (where DBS clearance is required)
 - External education and support professionals (e.g., Educational Psychologists, Early Help Teams)
- 5.2 All external providers are subject to **data processing agreements** under Article 28 UK GDPR.

6 International Data Transfers

- 6.1 If data is stored or accessed outside the UK (e.g., cloud services like Microsoft 365), we ensure appropriate safeguards such as **Standard Contractual Clauses (SCCs)** or **UK International Data Transfer Agreements (IDTAs)**.

7 Data Retention

- 7.1 Data is retained only as long as necessary to fulfil purposes and legal obligations:
- General parent/carer records: for the duration of your child's time at school
 - FSM eligibility data: as required for audit or funding
 - Safeguarding or court-related information: retained in line with statutory guidance
 - Finance records: generally 6–7 years for audit purposes
- 7.2 Retention decisions follow the IRMS Records Management Toolkit for Schools.

8 Your Data Protection Rights

- 8.1 You have the right to:
- Request access (Subject Access Request)
 - Request correction of inaccurate data
 - Request erasure in certain circumstances
 - Request restriction of processing
 - Object to processing on specific grounds
 - Withdraw consent where used as the lawful basis
- 8.2 Some rights may not apply in all situations. To exercise your rights, contact the school office or DPO.

9 Data Security

- 9.1 We take your data seriously. Measures include:
- Secure, encrypted systems for storing data
 - Password protection and restricted staff access
 - Staff training and data protection policies
 - Physical security for paper records

10 Contact & Complaints

- 10.1 Questions about data:
- **School Office:** admin@wyllyealley.wilts.sch.uk
 - **DPO:** dpo@jeremyshatford.co.uk

- 10.2 If we cannot resolve your concerns, then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are
- Phone: 0303 123 1113 or via their live chat. Opening hours are Monday to Friday between 9 am and 5 pm (excluding bank holidays).
 - You can also report, enquire, register and raise complaints with the ICO:
<https://ico.org.uk/make-a-complaint>

11 Updates to This Notice

- 11.1 This Privacy Notice is reviewed regularly. The latest version is available on our website or from the office.