



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

Pupil Privacy Notice

1 Introduction

- 1.1 We are committed to protecting and respecting your privacy. This notice explains how we collect, use, store, and protect your child's personal data, including your rights and how to exercise them.

2 Who We Are

- 2.1 Wylie Valley Church of England Voluntary Aided Primary School ("we", "us", "our") is the data controller for personal information about pupils.
- 2.2 Our Data Protection Officer (DPO) is Jeremy Shatford, email: dpo@jeremyshatford.co.uk.

3 What is Personal Data?

- 3.1 Personal data relates to an identified or identifiable living individual. Special category data includes ethnicity, health, and religion.

4 What Data We Collect

- Personal identification: name, date of birth, address, contact details, pupil number.
- Characteristics: ethnicity, language, nationality, country of birth, free school meal eligibility.
- Attendance: sessions attended, absences, absence reasons, exclusions.
- Medical: allergies, medical conditions, developmental difficulties, disability.
- Educational: assessments, reports, exam/test results.
- SEN: EHC plans, reports from external professionals.
- Behavioural: major incidents, exclusions.
- Safeguarding: child protection plans, concern logs.
- Emergency contacts.
- Photographs/videos for school use (consent-based).

5 How We Collect Information

- 5.1 Most information is provided directly by parents/carers or pupils when joining the school or during their time with us.

6 Why We Use This Information

- Support learning and wellbeing.
- Monitor and report on progress.
- Provide pastoral care.
- Manage school operations.
- Meet legal obligations.
- Safeguard pupils.

7 Lawful Bases for Processing

- Public Task: necessary for tasks in the public interest.
- Legal Obligation: to comply with the law.
- Vital Interests: protect a pupil in a medical emergency.
- Consent: e.g., images/videos.
- Legitimate Interests: for uses parents would reasonably expect.

7.1 Special category data:

- Article 9(2)(a) explicit consent
- Article 9(2)(b) legal obligations in social protection
- Article 9(2)(c) vital interests
- Article 9(2)(d) legitimate activities with safeguards

8 Who We Share Data With

- Schools that pupils move to/from.
- Local authorities.
- Department for Education (DfE).
- NHS professionals.
- Social workers, MASH.
- Police if legally required.
- Educational psychologists.
- Approved IT and learning platforms (e.g., Wonde, Accelerated Reader, Mathletics, Nessy).
- Supply staff if relevant.

- 8.1 Data shared electronically with third-party platforms is done under **Data Use and Access Agreements (DUAA)** to ensure lawful access and safeguards.

9 Data Retention

- 9.1 Core pupil records transfer to new schools; full pupil files retained until age 25. Other data retained according to the **Records Management Policy**.
- 9.2 Digital records shared under DUAA are deleted or returned per agreement.

10 International Transfers

- 10.1 Any digital system outside the UK/EEA is safeguarded in line with UK law.

11 Your Rights

- Request access, correction, deletion (in some cases), or restriction of data.
- Withdraw consent where given.
- Object to processing where applicable.
- Data portability in limited circumstances.

- For children 12+, their views may be sought when responding.
- Complaints can also be raised with the ICO: <https://ico.org.uk/concerns>

12 Contact Us

- School office: admin@wyllye valley.wilts.sch.uk
- Telephone: 01985 850461
- DPO: dpo@jeremyshatford.co.uk

13 Data Collection Requirements

13.1 Data submitted to DfE through the School Census is governed by DUAA or equivalent.

- More info: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

14 National Pupil Database

14.1 Data stored securely under strict terms, used for research and policy.

- More info: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

15 Changes to this Notice

15.1 Updated information will be published on our website or available from the school office.

Last Reviewed: October 2025