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# WEXHAM COURT PRIMARY SCHOOL

## DATA PRIVACY STATEMENT

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### Personal data – Wexham Court Primary School, SL3 – 6LU 01753 524989

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

### Why does Wexham Court Primary School need to collect and store personal data?

In order for us to provide you deliver our services and meet our legal obligations we need to collect personal data for the following purposes:

- *To facilitate and enhance the education processes*
- *Ensure the school is a safe environment*
- *Track and report pupil progress*
- *Assess the quality of our services*
- *Communicate with parents*
- *Meet our legal obligations to the DfE and local authority*
- *Promote the school*

In any event, we are committed to ensuring that the information we collect and use is appropriate for these purposes, and does not constitute an invasion of your privacy.

*We obtain consent from the pupil's parents as part of the application process and at the start of each academic year to use photos for school promotional purposes including but not limited to school social media accounts, the school prospectus, website or pictures on walls.*

In terms of being contacted for marketing purposes Wexham Court Primary School would contact you for additional consent.

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### What information do we hold?

This privacy notice tells you what information we may hold on you or your child at Wexham Court Primary School. This information is required for the purposes listed above.

- *Pupil information including name, address, birthday, emergency contact details, religion, medical conditions*
- *Special Educational Needs or Pupil Premium*
- *Pupil records including attendance, tracking progress, exam results, behavioural information*
- *After school clubs and trips*
- *Safeguarding information*
- *Photos for pupil activity book*
- *Photos for use for school promotional activity*
- *Communication to and from parents including complaints*

### Will Wexham Court Primary School share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to Wexham Court Primary School during dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the specific service(s) they provide you on our behalf. Examples of 3<sup>rd</sup> party data controllers or processors are:

- *cloud service providers*
- *schools that the pupils attend after leaving us*
- *our local authority*
- *the Department for Education (DfE)*
- *School Caterers*

When they no longer need your data to fulfil this service, they will dispose of the details in line with Wexham Court Primary School's procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise. For a full list of third-parties that we share personal data with, please contact Poonam Kumar, HR Lead.

### How to withdraw consent?

You have the right to withdraw consent at any time. This request must be sent via email to Poonam Kumar, HR Lead explaining what consent you wish to withdraw.

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## [How will Wexham Court Primary School use the personal data it collects about me?](#)

Wexham Court Primary School will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavor to keep your information accurate and up to date, and not keep it for longer than is necessary.

Wexham Court Primary School is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

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### Can I find out the personal data that the organisation holds about me?

Wexham Court Primary School at your request, can confirm what information we hold about you and how it is processed. If Wexham Court Primary School does hold personal data about you, you can request the following information:

- Contact details of our data protection officer
- The purpose of the processing as well as the legal basis for processing
- If the processing is based on the legitimate interests of Wexham Court Primary School or a third party, information about those interests
- The categories of personal data collected, stored and processed
- Recipient(s) or categories of recipients that the data is/will be disclosed to
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information
- How long the data will be stored
- Details of your rights to correct, erase, restrict or object to such processing
- Information about your right to withdraw consent at any time
- How to lodge a complaint with the supervisory authority
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data
- The source of personal data if it wasn't collected directly from you
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing

### Your rights to correct, erase, transfer, restrict or object to processing of personal information

As well as data access requests listed above, GDPR stipulates that data subjects have the right to request that their data to be corrected, erased, transferred, processing stopped or restricted, this will depend on the lawful basis we are using for processing this data. You also have the right to object and this must be brought to attention clearly and separately from any other information.

### What forms of ID will I need to provide to access this?

Wexham Court Primary School accepts the following forms of ID when information on your personal data is requested:

*[Passport, driving licence, birth certificate, utility bill (from last 3 months)]*

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### Contact details of the Data Protection Officer:

If you have any enquiries or require assistance with data protection matters, please feel free to contact our DPO. Please note that you have the right to lodge a complaint, for this please follow the complaints procedure.

Contact details below:

If you have any urgent GDPR or Data Protection Officer enquiries please contact the GDPR team on:

**E-mail:** [dpo@turniton.co.uk](mailto:dpo@turniton.co.uk)

For general Data Protection enquiries please contact the GDPR helpdesk team on:

**E-mail:** [gdpr@turniton.co.uk](mailto:gdpr@turniton.co.uk)

**Telephone:** 01865 597620