



Privacy Notice

Whitchurch Primary School and Nursery collects data and information about pupils attending the school so that it can run effectively as a school and so we can meet our responsibilities.

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

Our privacy notice can be found on our website or you can request a paper copy from the main reception. It explains how we collect, store and use personal data about pupils. Our privacy notice covers the following areas:

- **The personal data we hold - including personal information**
- **Why we use this data - such as to support pupil learning**
- **Our legal basis for using this data - such as to comply with a legal obligation**
- **Collecting this information - whether mandatory or optional**
- **How we store this data - how long we keep personal information about pupils**
- **Data sharing - where legally required and necessary, such as with our local authority**
- **National Pupil Database - providing information about pupils to the Department of Education**
- **Parents and pupils' rights regarding personal data - making a 'subject access request'**
- **Other rights - including objection to the use of personal data**
- **Complaints - if you think that our collection and use of personal information is unfair, inappropriate or misleading**

If you have any questions or concerns, would like more information or wish to make a complaint, please contact our data protection officer via the school office:

Email office@whitchurchprimary.harrow.sch.uk or call **020 8951 5380**

You can report a concern online at <https://ico.org.uk/concerns> or call **0303 123 1113**
or write to Information Commissioner's Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire, SK9 5AF