



# Rosehill Junior School

## Privacy Notice

2025





## Statement of intent

This privacy notice has been written to inform individuals who come into contact with or visit Rosehill Junior School about how and why we process your personal data. It includes when we process information relating to general queries, and complaints.

If you have any questions or wish to raise any issues, please contact the Schools Data Protection Officer:

### Tim Pinto

Director, The E-Safety Office Ltd

01405 494834

[www.esafetyoffice.co.uk](http://www.esafetyoffice.co.uk)

[tpinto@esafetyoffice.co.uk](mailto:tpinto@esafetyoffice.co.uk)

Please ensure you include the name of your school in all correspondence.

## What personal information do we collect?

The personal data we collect about you will be dependent on the nature of your contact and relationship with us, but could include:

- Personal details, including name, address and contact information.
- Company details and contact information, if appropriate.
- Details of the reasons for contact with the School, and any communication preferences.
- Visitor information, such as the purpose of your visit and time you enter and leave the school, car registration number and any health conditions or disability access needs you tell us about.
- Photographs or video images, including CCTV footage, if you visit the school site or attend school events.
- Records of communications and interactions we have with you.
- Any details provided by yourself or third parties relating to a complaint investigation, including witness statements and interview notes.

## Why do we collect your personal information?

We process your information for the purposes outlined below:

- To effectively respond to your query or request.



- To comply with a legal or regulatory obligation such as safeguarding and health and safety requirements.
- To process feedback and improve our services.
- To promote the School, including in newsletters, on the school or School website and social media platforms.
- To effectively administer the School's complaints process.
- To monitor and inform our policies on equality and diversity.

## **What is our lawful basis for processing your information?**

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- Article 6(1)(a) – consent
- Article 6(1)(c) - legal obligation
- Article 6(1)(e) - public task

Where we are processing your personal data with your consent you may have the right to withdraw that consent. If you change your mind or are unhappy with our use of your personal data, please let us know by contacting the School via email: [info@rosehill.org.uk](mailto:info@rosehill.org.uk)

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing this data are:

- Article 9(2)(a) – explicit consent
- Article 9(2)(g) - reasons of substantial public interest

The applicable substantial public interest conditions in Schedule 1 of the Data Protection Act 2018 are:

- Condition 6 - statutory and government purposes
- Condition 18 - safeguarding of children and vulnerable people

## **Who do we obtain your information from?**

We normally receive this information directly from you. However, we may also receive some information from the following third parties:

- Local Authority.



- Department for Education (DfE).
- A child's previous school.
- Ofsted.
- Health and/or social care providers.
- Police and/or other law enforcement bodies.

## **Who do we share your personal data with?**

We may share your information with the following organisations:

- Department for Education (DfE).
- Local Authority.
- Ofsted.
- Information Commissioner's Office and/or Local Government Ombudsman.

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for the purposes of crime detection or prevention.

## **How long do we keep your personal data for?**

We will retain your information in accordance with our statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose.

We may also retain limited information for historical and archiving purposes.

## **International transfers of data**

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Normally your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government.

In the event that your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.



## What rights do you have over your data?

Under the UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request a copy of the personal data we hold about you.
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO using the details provided above.

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 below:

Information Commissioner's Office:

Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF

0303 123 1113

## Changes to this notice

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

## Monitoring and review

This policy is reviewed regularly by the headteacher and the DSL. Any changes to this policy will be communicated to all relevant stakeholders.



This privacy notice was last reviewed September 2025 and is scheduled for review in September 2028.