



Rosehill Junior School

Parents & Pupils Privacy Notice

2025





Statement of intent

This privacy notice has been written to inform parents, guardians and pupils who attend or visit Rosehill Junior School about how and why we process your personal data.

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

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 identifiers and contact details, including name, postal address, email address, phone number, date of birth, and pupil number.
- Educational and assessment attainment, such as early years, phonics and national curriculum assessment results.
- Characteristics such as free school meal eligibility and language spoken.
- Attendance information, including sessions attended, reason and number of absences, and previous schools attended.
- Behavioural information, including exclusions and any relevant alternative provision put in place.
- Safeguarding information, including but not limited to court orders and professional involvement and support.
- Child in Need or Looked After status, including episodes of being looked after or a child in need, adoptions, young carer status, care leavers and outcome information.
- Healthcare and medical information such as doctor details, allergies, medication and dietary requirements.
- Photographs or video images, including CCTV footage.
- Information relating to school trips and extra-curricular activities.



- Records of communications and interactions we have with you.
- Before and after school club attendance.
- Equality monitoring information, such as your ethnicity, religious beliefs, sexual orientation and gender.
- Medical information relevant to pandemic management, such as your vaccination status and positive test results.
- Monitoring information about your use of the School's network and IT systems.

Why do we collect your personal information?

- To support pupil learning.
- To meet our safeguarding obligation to pupils.
- To monitor and report on pupil attainment progress.
- To provide appropriate pastoral care.
- To assess the quality of our educational provision.
- To provide wraparound care before and after school.
- To meet the statutory duties placed upon us regarding DfE data collections.
- During a pandemic, to prevent the spread of infection and maintain adequate and safe pupil and staffing levels.
- To promote the School, including in newsletters, on the school or School website and social media platforms.

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

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 10 - preventing or detecting unlawful acts
- Condition 18 - safeguarding of children and vulnerable people

Who do we obtain your information from?

We normally receive this information directly from you, for example via documents and other records and information supplied by you in the course of your job application or employment period. However, we may also receive some information from the following third parties:

- Local Authority.
- Official bodies, such as the Police, Social or Health Services.
- Department for Education (DfE).

Who do we share your personal data with?

We may share your information with the following organisations:

- Department for Education (DfE).
- Local Authority.
- Ofsted.
- Schools/education providers that the pupils attend after leaving us.
- National Health Service (NHS) bodies.
- Youth support services, where relevant.
- Other agencies working with the child/family, where appropriate.
- Relevant examination/awarding bodies.
- School suppliers and IT applications, where necessary.

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.

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