



Wessex Primary School – Privacy Notice for Parents and Carers

Under data protection law, you have the right to know how we use personal data about you and your child. This notice explains what we collect, why we use it, and how we keep it safe. We have updated this notice to make it clearer and to include information about our use of Artificial Intelligence (AI).

The personal data we hold

We collect information to help us teach, keep pupils safe and meet legal requirements. This includes:

- Contact details (address, phone, email)
- Date of birth and identification documents
- Assessment results and pupil records
- Characteristics (e.g. ethnic background, SEN status)
- Attendance and safeguarding information
- Medical details (physical and mental health)
- Photos for school purposes
- Data from previous schools and the Department for Education

Why we use this data

We use this data to:

- Support learning and monitor progress
- Provide pastoral care and protect welfare
- Meet legal obligations and assess school performance

Our legal basis for using this data

We process data because:

- We have a legal obligation
- It is necessary for tasks in the public interest (education)
- Sometimes we rely on consent (e.g. specific uses such as certain photos). You can withdraw consent at any time.

Collecting data from other sources

Most data is collected directly from you or your child. If we receive personal data from another organisation (for example a previous school or the local authority), we will tell you within a reasonable period and no later than one month.

How we store this data and how long we keep it

We keep personal information securely while your child attends school and for as long as required by law. We only keep data for as long as we need it.

Our retention schedule explains how long different types of records are kept. You can request a copy from the school office.

Who we share data with



We only share data when legally required or with your consent, for example with:

- Local authority and Department for Education
- Health services (e.g. school nurse)
- Ofsted during inspections
- Service providers under strict agreements

National Pupil Database (NPD)

We provide information to the Department for Education (DfE) as part of statutory data collections (for example, school census). Some of this information is stored in the National Pupil Database (NPD). You can read more at:

www.gov.uk/data-protection-how-we-collect-and-share-research-data

International transfers

We do not routinely transfer personal data outside the UK. If we ever need to, we will follow UK data protection law and use UK adequacy regulations or appropriate safeguards.

Use of Artificial Intelligence (AI)

We use AI tools to help teachers and leaders work more efficiently. For example, AI can assist with drafting lesson plans or letters, analysing anonymised data and creating resources. This helps staff spend more time supporting pupils.

The tools we use are:

- Microsoft Copilot (within our secure Microsoft 365 system)
- SLTAI and TeachMateAI (leadership and planning tools)

Your child's data is protected. Identifiable pupil data is only processed within our secure Microsoft environment. SLTAI and TeachMateAI are used for planning only and should not include identifiable pupil data.

We do not use AI to make decisions about pupils. All AI-generated content is checked by staff before use. If our approach ever changes, we will update this notice and explain your right to object.

We have completed a Data Protection Impact Assessment (DPIA) to assess and reduce risks. This document is kept internally but is available on request. Please contact our Data Protection Officer if you would like a summary.

Your rights

You have the right to:

- Access your child's data
- Ask for corrections or deletion
- Object to certain uses
- Request a summary of our DPIA for AI use
- Complain to the Information Commissioner's Office if you are unhappy

Educational record (maintained schools)

Parents and those with parental responsibility have a legal right to access their child's educational record while the child is under 18. Please contact the school office to make a request.

Pupil-friendly notice



A pupil-friendly privacy notice is available for older pupils who can understand their rights. Please ask the office for a copy.

Complaints

We take any complaints about how we collect and use personal information very seriously. If you believe our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us first by contacting our Data Protection Officer.

You can also contact the Information Commissioner's Office (ICO):

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

Our Data Protection Officer service is provided by Satswana Ltd.

Email: admin@satswana.com

Phone: 07702 659864

For full details, including our GDPR and data protection policies, please contact the school office.

