

OUR LADY OF THE ROSARY PRIMARY SCHOOL



DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data is any information relating to an identified or identifiable living individual. An individual may be identified from the information alone or in conjunction with other information held, or likely to be held, by the school.

The processing of personal data is governed by the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018** and other applicable data protection legislation.

2. Who are we?

Our Lady of the Rosary Primary School is the **Data Controller**. This means that the school determines how and why personal data is processed.

The school has appointed **Data Protection Education (DPE)** to provide professional data protection support and advice and to assist the school in managing its data protection and UK GDPR responsibilities.

The school remains responsible as the Data Controller for ensuring that personal data is processed lawfully, fairly and securely.

3. How do we process your personal data?

Our Lady of the Rosary Primary School is committed to complying with its obligations under UK data protection legislation.

We aim to ensure that personal data is:

- processed lawfully, fairly and transparently;
- collected for specified, explicit and legitimate purposes;
- adequate, relevant and limited to what is necessary;
- accurate and, where necessary, kept up to date;
- retained only for as long as necessary;
- stored and disposed of securely; and
- protected against loss, misuse, unauthorised access, alteration or disclosure through appropriate technical and organisational measures.

4. What do we use your personal data for?

We process personal data where necessary to support the effective, safe and lawful operation of the school. This includes:

- providing a safe, responsible and effective educational environment for our pupils;
- administering pupil admissions, assessments, progress and educational records;
- monitoring and managing pupil attendance and behaviour;
- supporting pupils with medical, safeguarding, Special Educational Needs and Disabilities (SEND) and other additional needs;
- administering Pupil Premium and Free School Meal information where applicable;
- managing our staff, pupils, governors, employees, contractors and volunteers;
- meeting our safeguarding responsibilities;
- maintaining appropriate financial, administrative and operational records;
- communicating with parents, carers and others with parental responsibility;
- informing our school community about relevant news, events, activities and services;
- supporting pupils when they transfer to another school;
- meeting statutory reporting and information-sharing requirements; and
- providing information to organisations such as the **Department for Education (DfE)** and the relevant **Local Authority** where we are legally required or otherwise permitted to do so.

5. What is the legal basis for processing your personal data?

Under the UK GDPR, the school must have a lawful basis for processing personal data. Depending on the circumstances, we may process personal data because:

- processing is necessary for compliance with a **legal obligation** to which the school is subject;
- processing is necessary for the performance of a **task carried out in the public interest** or in the exercise of official authority;
- processing is necessary for the performance of a **contract**, or to take steps before entering into a contract;
- processing is necessary to protect the **vital interests** of an individual;
- the individual has provided **consent** to the processing for a specific purpose, where consent is the appropriate lawful basis; or
- where applicable, processing is necessary for the purposes of a **legitimate interest**, provided those interests are not overridden by the rights and freedoms of the individual.

Where we process **special category personal data**, such as information concerning health, ethnicity, religion or certain other sensitive information, we will also identify an appropriate condition for processing under the UK GDPR and Data Protection Act 2018.

Where we rely on consent, consent may be withdrawn at any time. Withdrawal of consent will not affect the lawfulness of processing carried out before consent was withdrawn.

6. Sharing your personal data

Personal data will be treated confidentially and will only be shared where there is an appropriate and lawful reason to do so.

Depending on the circumstances, the school may share information with organisations including:

- the Department for Education (DfE);
- the Local Authority;
- other schools and education providers;
- health and social care professionals;
- safeguarding and child protection agencies;
- examination, assessment and educational service providers;
- professional advisers and service providers acting on behalf of the school; and

- other public authorities where disclosure is required or permitted by law.

We will **not always require consent** before sharing personal data. For example, information may need to be shared to meet a legal obligation, perform a public task or fulfil safeguarding responsibilities.

Where consent is the appropriate lawful basis, we will seek consent before sharing the information.

Any third party processing personal data on behalf of the school is expected to maintain appropriate confidentiality, security and data protection standards.

7. How long do we keep your personal data?

We retain personal data only for as long as it is required for the purpose for which it was collected and in accordance with applicable legal, regulatory, safeguarding and records-management requirements.

Retention periods vary depending on the type of information concerned.

Records held by the school may include:

- pupils' names, addresses and unique identification numbers;
- nationality and other pupil information where required;
- contact details for parents, carers and those with parental responsibility;
- attendance records;
- behaviour records;
- medical information;
- Special Educational Needs and Disabilities (SEND) information;
- safeguarding and child protection information;
- Pupil Premium and Free School Meal information;
- records relating to transfer to another school;
- staff and governor records; and
- Single Central Record information and associated safeguarding records.

Some records may need to be retained for a significant period after a pupil or member of staff has left the school because of statutory, safeguarding, financial or other legal requirements.

Records will be securely destroyed or deleted when they are no longer required in accordance with the school's retention arrangements and applicable guidance.

8. Your rights and your personal data

Depending on the circumstances and the lawful basis on which your information is being processed, you may have the following rights:

- **Right of access** – to request access to the personal data the school holds about you;
- **Right to rectification** – to request that inaccurate or incomplete personal data is corrected;
- **Right to erasure** – to request deletion of personal data in certain circumstances;
- **Right to restriction of processing** – to request that the processing of your personal data is restricted in certain circumstances;
- **Right to data portability** – in certain circumstances, to receive personal data you have provided in a structured, commonly used and machine-readable format and to request its transfer to another organisation;
- **Right to object** – to object to certain types of processing, including processing based on particular public-interest or legitimate-interest grounds;
- **Rights relating to automated decision-making** – where applicable, rights relating to decisions based solely on automated processing that have legal or similarly significant effects;
- **Right to withdraw consent** – where we rely on consent, you may withdraw that consent at any time; and
- **Right to complain** – you have the right to raise concerns with the school and to lodge a complaint with the Information Commissioner's Office (ICO).

Not all rights apply in every circumstance, and some rights may be subject to exemptions under data protection legislation.

9. Further processing and changes to this notice

If we intend to use your personal data for a new purpose that is not compatible with the purpose for which it was originally collected, we will provide appropriate information about the proposed processing before it takes place.

Where required, we will explain the purpose of the processing, the relevant lawful basis and any other information required under data protection legislation.

Where consent is required as the lawful basis for the new processing, we will seek appropriate consent.

We may update this Privacy Notice from time to time to reflect changes in legislation, guidance or the way in which the school processes personal data.

10. Contact details

If you have any questions about this Privacy Notice, how we use your personal data, or if you wish to exercise any of your data protection rights, please contact the school in the first instance:

Our Lady of the Rosary Primary School

Davyhulme Road
Urmston
Manchester
M41 7DS

Email: admin@trafford.gov.uk

Telephone: 0161 748 4626

The school is supported by **Data Protection Education (DPE)** in relation to data protection and UK GDPR compliance.

If you are dissatisfied with the way the school has handled your personal data or responded to a data protection concern, you also have the right to make a complaint to the **Information Commissioner's Office (ICO)**.

Updated: September 2026