Data Privacy Notice
October 2026

WELCOME TO OUR DATA PRIVACY NOTICE

AIM

Our school aims to ensure that all data collected about staff, pupils, parents and visitors is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) that came into force in May 2018. This policy applies to all data, regardless of whether it is in paper or electronic format.

LEGISLATION AND GUIDANCE

Our Data Privacy Notice meets the requirements of the UK Data Protection Act 2018 (DPA) and is based on guidance by the Information Commissioners Office.

The DPA includes:

- The General Data Protection Regulations (UK GDPR)
- The Data Protection Act 2018 (DP Act 2018)
- The Data Use and Access Act 2025 (DUAA)
- The Privacy and Electronic Communications (EC Directive) Regulations 2003 (PECR)

ROLES AND RESPONSIBILITIES

The Governing Board has overall responsibility for ensuring that the school complies with its obligations. Day-to-day responsibilities rest with the Head, or the Deputy Head. The Head will ensure that all staff are aware of their data protection obligations, and oversee any queries related to the storing or processing of personal data. It is a legal requirement to appoint an independent Data Protection Officer. E2E Education has been appointed and is contactable via email: DPO@e2e-education.co.uk

DEFINITIONS

Term	Definition
Personal Data	Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified
Special Category Data	Data such as: • Racial or ethnic origin • Political opinions • Religious or philosophical beliefs, or beliefs of a similar nature • Where a person is a member of a trade union • Sex life • Sexual orientation • Genetic data • Biometric data • Whether a person has committed, or is alleged to have committed, an offence • Physical and mental health • This does not include personal data about criminal allegations, proceedings or convictions, as separate rules apply
Processing	Obtaining, recording or holding data
Data subject	The person whose personal data is held or processed
Data Controller	A person or organisation that determines the purposes for which, and the manner in which, personal data is processed
Data Processor	A person, other than an employee of the Data Controller, who processes data on behalf of the Data Controller

DATA PROTECTION

Principles

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes ('purpose limitation')
- Adequate, relevant and limited to what is necessary
- Accurate and, where necessary, kept up to date
- Kept in a form which permits identification of data subjects for no longer than is necessary
- Processed in a manner that ensures appropriate security of the personal data

Your Rights

- Your right of access - you have the right to ask us for copies of your personal information
- Your right to rectification - you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete
- Your right to erasure - you have the right to ask us to erase your personal information in certain circumstances
- Your right to restriction of processing - you have the right to ask us to restrict the processing of your personal information in certain circumstances
- Your right to object to processing - you have the right to object to the processing of your personal information in certain circumstances
- Your right to data portability - you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at sherdley@sthelens.org.uk, 01744 678683 or Sherdley Primary School, Mill Lane, St Helens, Merseyside, WA9 4HA if you wish to make a request.

PRIVACY/FAIR PROCESSING

We hold Personal and Special Category Data about pupils, parents, staff, governors, contractors, volunteers and visitors to support the day-to-day running of our school. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities and the Department for Education.

This data includes, but is not restricted to:

- Names, Addresses and Contact details
- Results of internal assessment and externally set tests
- Data on pupil characteristics, such as ethnic group or special educational need
- Exclusion information
- Details of any medical conditions

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

We may share data with third parties to support the educational needs and the smooth running of our school. These third parties may include, but will not be limited to, facilities providers (e.g. catering), specialist software providers and external Data Protection Officer providers. We will not share information about pupils with anyone without consent unless the law and our policies allow us to do so.

We are required, by law, to pass certain information about pupils to specified external bodies, such as the NHS, our Local Authority and the Department for Education, so that they are able to meet their statutory obligations. The Lawful Basis(s) for Processing your Personal and Special Category Data are Public Task, Legitimate Interest and, in certain circumstances, Contractual Obligation.



DATA STORAGE AND SECURITY

Paper based records, digital records and portable electronic devices, such as laptops and hard drives that contain personal information, are compliant with GDPR and are regularly assessed by our DPO. Destruction and archiving of Personal Data procedures are also aligned to GDPR.



HOW TO MAKE A COMPLAINT

From 19th June 2026, schools must have a process to handle and respond to complaints if someone considers that we have infringed data protection legislation.

If you feel that we have mishandled your or your Personal and/or Special Category data at any time, in the first instance, please contact us via sherdley@sthelens.org.uk, 01744 678683 or Sherdley Primary School, Mill Lane, St Helens, Merseyside, WA9 4HA

You can contact the Information Commissioner's Office by visiting their website (https://ico.org.uk/make-a-complaint/) or by calling their helpline on telephone: 0303 123 1113. Please note that the ICO expects an individual to address any complaints with us before contacting them.

Alternatively, you can contact our DPO to make a complaint by emailing dpo@e2e-education.co.uk