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GLUSBURN COMMUNITY PRIMARY AND NURSERY SCHOOL

Privacy notice for Parents

Glusburn Community Primary School

1st September 2026

This notice explains how we use your information as a parent, and information about your child in our school and nursery. The pupil notice explains this to children. A separate guardian notice covers carers and other adults involved in a child's care.

Information we collect

We hold names, contact details, parental responsibility and family relationship information; emergency contacts and collection permissions; communications, complaints, consent choices, payments and eligibility information for relevant support. About pupils, we hold names, dates of birth, addresses, pupil identifiers, attendance, attainment, assessment, behaviour, suspensions, meals, trips, photographs and relevant safeguarding information. Where needed, we hold health, disability, special educational needs, ethnicity, religion and other sensitive information.

Where information comes from

Information comes from you, your child, school staff, previous or future schools, North Yorkshire Council, admissions services, health professionals, social care and safeguarding agencies. We may receive information from another parent or carer, including evidence of court orders or parental responsibility.

Why we use information and our lawful bases

We use information to provide education and nursery provision, assess progress, support additional needs, protect children, manage attendance and admissions, communicate with families and administer meals, trips, payments and complaints.

For teaching, support and school administration we rely on public task under Article 6(1)(e) of the UK GDPR. For legally required registers, returns and safeguarding duties we rely on legal obligation under Article 6(1)(c), as applicable under education and safeguarding legislation, including the Education Act 1996, Education Act 2002 and relevant pupil information and registration regulations. We use consent under Article 6(1)(a) for optional uses where it is appropriate, such as specified publicity photographs. Contract under Article 6(1)(b) applies only where necessary for a contract with you for an optional service.

Sensitive information

Health, disability, ethnicity, religion and other special category information require an additional Article 9 condition. Where applicable, we use Article 9(2)(g), substantial public interest, with a relevant Data Protection Act 2018 Schedule 1 condition, such as statutory purposes, equality monitoring or safeguarding children and



individuals at risk. Each condition applies only where its requirements are met. Explicit consent under Article 9(2)(a) may apply to a genuinely optional use. Criminal offence information, including relevant safeguarding or DBS information, requires Article 10 authority and an applicable domestic law condition.

What you need to provide

We identify on each form which fields are required, whether required by law or needed to provide a service, and which are optional. Accurate pupil and emergency contact details help us meet education and safety duties. Missing essential information may prevent us arranging a service or safe collection; we will explain the consequence. Optional publicity permission is not a condition of admission.

Who receives information

Relevant recipients include North Yorkshire Council for admissions, attendance, funding, SEND and safeguarding; receiving schools for continuity of education; NHS and specialist professionals for health and learning support; social care, police and safeguarding partners where needed; Ofsted for inspection; and providers of school management, learning, communication, catering, payment and IT services. Advisers, insurers and auditors may receive information where necessary.

Pupil identifiers, characteristics, attendance, suspensions, exclusions and assessment information are shared with the Department for Education through required collections, including the school census and assessment returns, where applicable. DfE may use this information for funding, accountability, statistics and research, including through the National Pupil Database. DfE is responsible for its own use and sharing; see <https://www.gov.uk/government/publications/privacy-notice-for-the-national-pupil-database>.

How long we keep information

Core pupil records are normally held while a child attends and transferred when they move school. Admission and attendance registers, safeguarding records, financial records and family correspondence have separate retention rules. We determine retention using statutory requirements, the record's purpose, transfer needs and relevant claims or safeguarding requirements. Our policy adopts an IRMS-based retention schedule; request the applicable periods from the office.

We securely delete or anonymise records when their retention period ends, unless a lawful reason requires longer retention, such as an active investigation or legal claim. We can explain the period that applies to a particular record.

Security and overseas processing

We use access controls, staff training and appropriate security measures for paper and electronic records. Service providers processing information for us must have suitable contracts and safeguards.

Access to children's information

A child's data protection rights belong to the child. We consider understanding, authority, the child's interests and relevant restrictions before allowing another person to act for them. Parents with the relevant legal entitlement may also request the educational record under the Education (Pupil Information) (England) Regulations 2005. That is a separate route, normally with a 15 school day response period. Being an emergency contact or collection contact does not by itself give access to the full pupil record.

Your information rights

You can ask to see your personal information and obtain a copy, correct inaccurate or incomplete information, and, in certain circumstances, have information erased or its use restricted. Data portability applies to information you supplied that we process automatically on the basis of consent or a contract. Rights depend on the circumstances and legal exemptions may apply.

Your right to object

You have the right to object to processing based on a public task, for reasons relating to your situation. Contact the school office or our Data Protection Officer. We must consider your objection and explain any lawful grounds for continuing.

Where we rely on consent, you can withdraw it at any time using the same route you used to give it, or by contacting the school office. Withdrawal does not affect processing that was lawful before withdrawal. Requests may be made verbally or in writing. We may need to check identity and authority. We normally respond within one month; lawful extensions or pauses may apply, which we will explain. Requests are normally free.

Questions and complaints

Contact the school office or Data Protection Officer if you have a concern. We will acknowledge a data protection complaint within 30 days, investigate without undue delay and keep you informed of the outcome. You can also complain to the Information Commissioner's Office at ico.org.uk/make-a-complaint or on 0303 123 1113, or write to ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Who is responsible and how to contact us

Glusburn Community Primary School is the controller for the personal information covered by this notice. Write to the school office at Colne Road, Glusburn, BD20 8PJ, email admin@glusburn.n-yorks.sch.uk or telephone 01535 632145.

Our Data Protection Officer is the Schools Data Protection Officer, Veritau Ltd, County Hall, Racecourse Lane, Northallerton, DL7 8AL. Email schoolsDPO@veritau.co.uk or telephone 01609 532526. Please include the school name in correspondence.

We review this notice annually and when our use of information changes materially. We will make the updated notice available and explain significant changes.