



Privacy Notice

School: Horsley Church of England Primary School

Date: 16.4.26

DPO: Gloucestershire County Council

1. Introduction

At Horsley C of E Primary School, we are committed to protecting the privacy and security of personal information. This privacy notice explains how we collect, use, and store personal data about pupils, parents, carers, and staff.

We process personal data in accordance with the UK GDPR and the Data Protection Act 2018.

2. Who We Are

Horsley C of E Primary School is the data controller for the personal information we process.

If you have any questions:

Data Protection Lead: Gary Price

Email: head@horsley.gloucs.sch.uk

Telephone: 01453 833625

3. The Personal Data We Collect

Pupils:

- Name, date of birth, address
- Contact details
- Assessment and attainment information
- Attendance and behaviour records
- Safeguarding information
- Medical and dietary needs
- Photographs and CCTV images

Parents/Carers:

- Names and contact details
- Relationship to the child
- Communication records

Staff:

- Employment details
- Payroll and HR information

4. Why We Collect This Information

- Support pupil learning
- Monitor progress
- Safeguarding
- Legal compliance
- Communication
- Attendance and administration
- Safety and wellbeing

5. Legal Basis

- Legal obligation
- Public task
- Vital interests
- Consent (where required)

6. Data Sharing

We may share data with:

- Gloucestershire County Council
- Department for Education
- NHS
- Ofsted
- Other schools
- Approved providers

7. Data Storage

We keep data secure and only for as long as necessary.

8. Your Rights

You have the right to access, correct, erase, restrict, or object to data processing.

9. Complaints

Contact the ICO (Information Commissioner's Office) if needed.

10. Changes

This notice may be updated.

11. Sign-off

Name: Gary Price

Role: Headteacher

Date: 16.4.26