

RIVERSIDE PRIMARY SCHOOL AND NURSERY



PRIVACY NOTICE

Updated by	Neelam Chawla
Updated when	April 2026
Next Review Date	April 2027 or sooner if updated by RBWM



PRIVACY NOTICE

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This notice explains in general what the Riverside Primary School & Nursery do with personal information.

We may collect information on paper or online forms, by telephone, email or a member of our staff may collect information from you in person.

This privacy notice explains how we collect, store and use personal data about staff we employ, or otherwise engage, to work at our school, governors or volunteers, volunteering at our school, pupils attending our school, job applicants applying to work at our school.

We, Riverside Primary School, Maidenhead, SL6 7JA, are the 'data controller' for the purposes of data protection law. Our data protection officer is Sam Wootton see 'Contact us' below.

The personal data we hold for staff.

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other identity documents
- Information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training
- Records and professional memberships as well as any Performance information submitted by yourself
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Photographs
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity and religious beliefs
- Trade union membership
- Health, including any medical conditions, and sickness records

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

The personal data we hold for job applicants

We process data relating to those applying to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional
- Memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity and religious beliefs
- Disability and access requirements

Why we use this data

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

The personal data we hold for governors & volunteers

. Personal data that we may collect, use, store and share (when appropriate) about any of the above includes, but is not restricted to:

- Contact details
- References
- Evidence of qualifications
- Employment details
- Safeguarding checks including DBS numbers
- Information about business and pecuniary interests

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity and religious beliefs
- Disability and access requirements

Why we use this data

The purpose of processing this data is to support the school to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governor's details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

The personal data we hold for pupils who attend our school

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Comply with the law regarding data sharing

National Pupil Database

- We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.
- The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.
- The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.
- For more information, see the Department's webpage on how it collects and shares research data. You can also contact the Department for Education with any further questions about the NPD.

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation, including safer recruitment
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We keep personal information about staff, pupils and governors/volunteers while they are attending our school. We may also keep it beyond their employment/attendance at our school if this is necessary in order to comply with our legal obligations. We keep personal information about job applicants for six months as per legal requirements. Our GDPR Policy sets out how we store and how long we store information about pupils. The school GDPR policy can be found on our website.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with the following:

- The local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions, and information about headteacher performance and staff dismissals
- The Department for Education to meet our legal obligations to share certain information with it such as assessment information and census information,
- Government departments or agencies – to meet our legal obligations to share information about governors/trustees
- Your family or representatives – as required for emergency contact
- Our regulator e.g. Ofsted – for scrutiny of school policies and procedures during an inspection e.g. appraisal system or monitoring records and children's work and our records may be scrutinised (all on site only)
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll, HR and recruitment support
- Survey and research organisations – Local university studies but only where permission has been granted by yourself to be part of such study. No pupil's personal data shared unless permission from parents/carers
- Trade unions and associations – if and when required when union is involved in supporting a member of staff
- Health authorities – for emergency use only, and School Nurse (RBWM staff) supports pupil's well-being
- Health and social welfare organisations – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Professional advisers and consultants - for scrutiny of school policies and procedures e.g. Appraisal system or monitoring records, Governors and consultants – if involved in the recruitment process, for help to governors to enable effective school support (SIP). Education advisors support in school and no personal information taken off site.
- Police forces, courts, tribunals – In line with the law
- The pupil's family and representatives – as requested, if pupil related

- School photographer – pupil's name and class shared for photo printing needs, including year 6 leaver's book – pupil related

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

YOUR RIGHTS

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact our Data Protection Officer. Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the School Office.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a Computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer

- Government departments or agencies – to meet our legal obligations to share information about governors/trustees
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support
- Professional advisers and consultants – to enable effective school support (SIP)
- Police forces, courts – if and when required

Use of your personal information for marketing purposes

Where you have given us consent to do so, the school may send you marketing information by e-mail or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by contacting our school office staff.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that 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 in the first instance.**

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice. In the first instance please contact the school office via email, office@riverisdeprinmaryschool.org.uk or phone 01628 621741. The school will liaise with the Data Protection Officer for further advice and guidance.

DPO is Satswana Ltd

Email : info@satswana.com

Address: Pembroke House, St Christopher's Place, Farnborough, Hampshire, GU14 0NH

Tel No: 01252-516898