Jordans School

Privacy Notices

Introduction

At Jordans School we take the privacy and protection of pupil, parent and staff information seriously. This page explains how we collect, use and store personal data in line with legal requirements and our commitment to our school values of *Kindness & Courage*.

What is a privacy notice?

A privacy notice is a clear explanation of how the school processes personal data. It sets out:

- what information we collect
- why we collect it
- how we use and share it
- how long we keep it
- your rights and how to exercise them

Our commitments

- We will handle personal data lawfully, fairly and transparently.
- We limit the data we collect to what is necessary for education, safeguarding and school administration.
- We store information securely and only for as long as required.
- We act with *kindness* by respecting privacy and with *courage* by being open about our practices and acting upon safeguarding concerns.

Privacy notices you can expect from Jordans School

We publish notices for the main categories below. Each notice is written in plain language and is available on this page or on request in paper form.

1. Pupils and Parents Privacy Notice

Covers:

- Personal details (name, date of birth, address)
- Assessment and progress records

- Attendance and behaviour records
- Special educational needs information (including EHCP/EHCNA status)
- Safeguarding and welfare information
- Medical and dietary information where necessary

Purpose and lawful basis:

- To provide education and pastoral care (contractual / public task)
- To safeguard children (legal obligation)
- To support special educational needs (public task / legitimate interest)

Who we share this with:

- Local authority and health services (where required)
- DfE and other statutory bodies when required by law
- School staff and the governing body for the purposes of education and safeguarding

Retention:

- Records are retained in line with statutory guidance and our data retention schedule. For example, core pupil records are kept until the child reaches statutory retention ages, and safeguarding records are retained in line with statutory guidance.

2. Staff and Governors Privacy Notice

Covers:

- Recruitment records
- Employment contracts and payroll information
- Attendance, appraisal and training records
- DBS and safeguarding checks
- Governor attendance records (published in line with Maintained schools: governance guide)

Purpose and lawful basis:

- Employment administration (contractual)
- Safeguarding and safer recruitment (legal obligation)
- Governance transparency (public task)

Who we share this with:

- Payroll and pension providers
- DBS and safeguarding agencies where required

- Relevant statutory bodies for inspection and accountability

Publication requirement:

- In line with maintained school guidance, we publish governing body structure and attendance records on our website in an accessible format.

3. Online and Digital Services Privacy Notice

Covers:

- Use of school-managed platforms (email, learning platforms, cloud storage)
- Use of photos/videos for school communications and website (consent-based)
- Cookies and analytics on the school website

Purpose and lawful basis:

- To support learning and communication (contractual / legitimate interest)
- To celebrate school life and promote our vision (*A Small School with a BIG Heart*) with parental consent for images
- Website analytics for improving user experience (legitimate interest)

Consent for images and media:

- We seek parental consent before publishing photographs or videos that identify pupils. Consent preferences are recorded and respected. If you wish to change consent, contact the school office.

4. Special Educational Needs & Health Information

Covers:

- SEND assessments, EHCPs and EHCNAs
- Health plans and specialist support information

Purpose and lawful basis:

- To deliver appropriate provision and statutory support (public task / legal obligation)
- To ensure safety and inclusion in school activities

Sharing:

- Shared with specialist external services only when necessary and with appropriate safeguards.

Your rights

Parents and eligible pupils have rights under data protection law, including:

- The right to access personal data we hold (subject access request)
- The right to request correction of inaccurate data
- The right to request erasure in certain circumstances
- The right to restrict or object to processing in specific situations
- The right to data portability where applicable

To exercise rights, contact the school's data protection lead (details below). We will respond within statutory timeframes. If you remain dissatisfied, you may complain to the Information Commissioner's Office (ICO).

Security and retention

- We use appropriate technical and organisational measures to protect data (secure storage, access controls, staff training).
- Paper records are stored securely; electronic records are password-protected and saved via the Buckinghamshire Council network.
- We retain or dispose of data according to our retention schedule and statutory guidance.

Contact and further information

Data protection lead: Headteacher
School address: Jordans School, Puers Lane, Jordans, Nr Beaconsfield, Bucks HP16 9EN
Email: office@jordans.bucks.sch.uk Phone: 01494 874217

For formal requests (subject access, data rectification, erasure), please write to the data protection lead or use the contact details above. We can provide paper copies of any privacy notice free of charge on request.

Example scenarios (how this works in practice)

- Family move: When a pupil transfers, we securely share minimal records with the receiving school to support a smooth transition.
- School trip photos: We will only publish images of pupils with parental consent; names will not accompany photos.
- SEND support: Information from specialist outside agencies will be added to a pupil's file so we can provide tailored support; sharing is limited to relevant professionals.

Next steps / Call to action

- Please read the full versions of our privacy notices linked below and keep your contact and consent preferences up to date.
- If you have questions or wish to change consent, contact the school office.

Summary

Jordans School is committed to protecting personal information with the same care we show our children: kindness in treating data with confidentiality and care and courage in being open and accountable. Our privacy notices explain what we collect, why we collect it, who we share it with and how you can exercise your rights. We maintain these notices in line with legal requirements to ensure transparency and safeguarding for our small school community.