



**West Horndon
Primary School**

Delivery of the curriculum and pastoral care

We use personal information, for example:

- Names and address
- Contact details
- Date of birth
- Education attainment
- Emergency contacts
- Family relationships
- General case information.

We may also use special category personal information, for example:

- Health information
- Ethnicity
- Religion.

This information is provided by parent/carers, the local authority, and any previous education settings. It is used to deliver our statutory education duties and assure the health and wellbeing of our pupils. The legislation and Statutory guidance underpinning our services are:

All schools
Keeping Children Safe in Education
The Education (Pupil Registration) (England) Regulations, 2006
The Education Act 1996, 2002 & 2011
The Equalities Act 2010
The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
The School Admissions Code 2021
The Special Educational Needs and Disability Regulations 2014
The SEND Code of Practice Jan 2015
Working Together to Safeguard Children 2019
Sexual Violence and Sexual Harassment Between Children in Schools and Colleges 2021
The Children and Families Act 2014
The Children Act 1989 & 2004
School Type Specific
<i>Academies</i>
Education and Training (Welfare of Children) Act 2021
<i>Secondary Education only</i>
The Learning and Skills Act 2000
The Education and Skills Act 2008

The Apprenticeships, Skills, Children and Learning Act 2009

<i>Maintained schools only</i>

The School Standards and Framework Act 1998

The Education (Pupil Information) (England) Regulations 2005

<i>Non-maintained special schools</i>

The Non-Maintained Special Schools (England) Regulations 2015

The school is the Data Controller for this information.

This information may be shared to provide our education service. Please note we only share information required for that particular purpose and then only the minimum required. We may share information with:

- [Central](#) & [Local](#) Government,
- Health Providers
- Other Education Providers
- Regulatory Bodies, e.g. Ofsted, The Information Commissioners Office.

This information will be held for 25 years from the date of birth of the student. When a pupil changes school, this record will go with them and will not be retained by the previous school, other than to meet statutory returns.

Our school management system is provided under contract, and our contractors are data processors for this information.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.