



Wallop Primary School
Confidentiality Policy and Privacy Notice 2025

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| Produced By: | K Simons, Headteacher |
| Approved for School: Headteacher: Katie Simons Date: 25.11.25 |  (Signature) |
| Approved by Governing Body: Chair/Deputy Chair: J Hannan Date: 25.11.25 |  (Signature) |

Wallop Primary School is committed to protecting the privacy, dignity and safety of all pupils, parents, staff and visitors. We recognise that, in order to educate and safeguard our pupils effectively, we must handle personal information responsibly, lawfully and transparently.

This combined policy explains:

- how we manage and share confidential information; and
- how we collect, store and use personal data in line with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Department for Education (DfE) guidance on privacy notices.

Purpose and Aims

We aim to:

- protect children at all times;
- give all staff clear guidance about sharing information safely and lawfully;
- ensure families understand how their personal data is used and protected;
- promote a culture of trust, respect and professional responsibility across our school community.

3. Principles of Confidentiality

- Information about children and families is confidential and will only be shared with staff who need to know it to carry out their role.
- We do not promise absolute confidentiality, as information may need to be shared to protect a child from harm.
- Information will only be shared with external agencies when it is lawful, necessary and proportionate, for example, to safeguard pupils or meet statutory duties.
- Staff and governors must maintain confidentiality at all times, both within and outside



school.

- Conversations of a sensitive or confidential nature must take place in private spaces.
- Personal information about staff is also treated as confidential and stored securely.

Legal and Policy Framework

This policy should be read alongside our:

- Safeguarding and Child Protection Policy
- E-Safety / Acceptable Use Policy
- Data Protection Policy
- Staff Code of Conduct

It reflects our duties under:

- The UK GDPR and Data Protection Act 2018
- Education Acts 1996, 2002 and 2011
- Children Acts 1989 and 2004
- Equality Act 2010
- Education (Information About Individual Pupils) (England) Regulations 2013

How We Use Personal Information

We collect and use personal data to:

- support teaching and learning;
- monitor and report on pupil progress and attainment and attendance;
- provide appropriate pastoral care and safeguard pupils;
- assess the quality of our services and how well the school is performing;
- meet legal obligations to share information with the DfE, local authority and other statutory bodies;
- communicate effectively with parents and carers.

6. The Information We Hold

We collect, hold and share the following categories of information where relevant:

- Personal information: name, address, unique pupil number, contact details;
- Characteristics: ethnicity, language, nationality, country of birth, eligibility for free school meals;
- Attendance and assessment data;
- Safeguarding, behaviour and exclusion information;
- Medical and special educational needs information;
- Photographs and images (used only with consent);
- Staff and governor information required for employment and governance purposes.

Lawful Basis for Processing

We process personal data under one or more of the following lawful bases:



- to comply with a legal obligation;
- to perform a public task carried out in the public interest (providing education and safeguarding pupils);
- with the consent of the data subject (for example, photographs or optional clubs);
- to protect the vital interests of an individual (in emergencies).

Where we process special category data (such as health or ethnicity), we rely on substantial public interest, explicit consent, or safeguarding grounds.

Collecting and Storing Information

Most information is provided because it is required by law. Where information is optional, we will make this clear and seek your consent. Personal data is stored securely on electronic systems or in locked storage. We follow the Hampshire County Council retention schedule and securely delete or destroy data when no longer required.

Sharing Information

We do not share personal information with anyone unless the law and our policies allow us to do so.

We routinely share relevant information with:

- schools that pupils attend after leaving Wallop Primary;
- the local authority and Department for Education (DfE);
- the NHS (e.g., school nurse, immunisation programmes);
- safeguarding, SEND and educational support services;
- IT, communication, and payment system providers under contract;
- educational visit venues and activity providers;
- the school photographer and catering services (where consented).

We will always share the minimum necessary data and ensure secure transfer.

Statutory Data Collections

We are required by law to share information with the DfE as part of statutory data collections such as the school census. Some data is stored in the National Pupil Database (NPD), managed by the DfE. Further details are available at:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Your Rights

Under data protection law, you have the right to:

- be informed about how we use your personal data;
- request access to the data we hold about you or your child;
- ask us to correct inaccurate or incomplete data;
- request deletion of your data where appropriate;
- restrict or object to certain types of processing;
- complain to the Information Commissioner's Office (ICO) if you believe your data has been



misused.

To exercise these rights, contact our Data Protection Lead at adminoffice@wallop.hants.sch.uk

Confidentiality in Practice

- Staff must only discuss confidential matters with authorised colleagues or professionals.
- Governors must observe confidentiality in meetings and when handling school papers.
- Parents are asked to respect confidentiality regarding other pupils and families.
- Sensitive discussions (e.g. safeguarding, wellbeing) must be recorded on the secure CPOMS system and shared only with designated staff (DSLs).
- Social media must never be used to share confidential information.
- All staff complete GDPR training annually

12. Safeguarding and Information Sharing

The welfare of the child is paramount. Where there is a safeguarding concern, staff may need to share information with the Designated Safeguarding Lead (DSL) or external agencies, even without consent, if this is necessary to protect a child. The DSL at Wallop Primary School is the Headteacher, supported by three Deputy DSLs (see the Safeguarding Policy for details).

Training and Awareness

All staff and volunteers receive induction and regular training on confidentiality, data protection and safeguarding. We remind staff annually of their professional responsibilities and keep records of training completion. GDPR training is completed by all staff annually.

Monitoring and Review

The Headteacher and Governing Body are responsible for monitoring compliance with this policy. It will be reviewed annually, or sooner if regulations, guidance or school procedures change.