



---

## Privacy Notice

### Quayside School

---

At Quayside, we are committed to safeguarding the privacy of our pupils, staff, parents/carers, and visitors. This privacy notice explains how we collect, use, and protect your personal information in compliance with the UK GDPR, the Data Protection Act 2018, and the Data Use and Access Act 2025.

#### 1. Who We Are

Quayside School is an independent specialist school providing educational services for pupils aged 5–19. As the data controller, we are responsible for ensuring the security and appropriate use of personal data in accordance with legal requirements.

#### 2. Types of Personal Data We Collect

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

Pupils	Name, date of birth, contact details, medical and health information, academic records, attendance records, behaviour and safeguarding information, photos, and special educational needs (SEN) data, information about your use of IT systems and facilities
Parents/Guardians	Name, contact details, relationship to pupil, financial information, communication preferences, correspondence with us, details of your family circumstances, details of any safeguarding information
Staff	Name, contact details inc. emergency contacts, qualifications, recruitment information, payroll information, DBS checks, health and safety information, employment and performance records, absence records, information about your use of IT systems and facilities

Visitors	Name, contact details, your company or organisation name, arrival and departure time, car number plate, information about your use of IT systems and facilities
----------	---

Some of the information that we collect is more sensitive or can be classified as special category data, this may include:

- Information about any access arrangements that may be required.
- Photographs for identification or promotional (with consent) purposes.
- CCTV footage captured at school.
- Equality and diversity information.

### 3. How We Collect Data

We collect data in various ways, including:

- Registration and admission forms.
- Job application forms and onboarding processes.
- Communications between parents/carers, staff, visitors and the school.
- CCTV and visitor management systems.
- Health and safety documentation.
- Our school website and apps (including cookies – see our Cookie Policy).

We may also hold data about you that we have received from other organisations, including other schools and local authorities.

### 4. Purpose of Processing

We collect and process personal data for the following reasons:

- To identify you and keep you and others safe while on the school site
- To provide education and support services to pupils, inc. pastoral care
- To monitor and report on pupil progress and attainment
- To ensure the welfare, safeguarding, and health of pupils and staff.
- To manage school operations, including communication with parents/carers and staff.
- To fulfil contractual obligations (e.g., employment contracts, fee payments).
- To provide appropriate access and/or alternative arrangements are in place
- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely
- To publish statistics, for example, about the number of pupils in school

- For site safety and security
- To comply with legal and regulatory requirements

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent where this is required or permitted by law.

## 5. Legal Basis for Processing

We rely on various legal grounds to process personal data, including:

- Consent: For specific activities such as using photographs in school marketing.
- Legal obligation: For safeguarding and health and safety purposes.
- Contract: To fulfil our obligations under employment or fee agreements.
- Legitimate interests: For the efficient running of the school, including communications and school operations.
- Recognised legitimate interests (Data Use and Access Act 2025): Such as safeguarding, preventing crime, or responding to emergencies.

For 'special category' data, we only collect and use it when we have both a lawful basis for doing so, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law

- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation.

## 6. Who We Share Your Data With

We may share personal data with the following third parties, where necessary:

- Local authorities and government departments (for statutory reporting or safeguarding concerns).
- Examination boards and regulatory bodies (for academic assessment).
- External service providers (IT support, payroll, or school management systems).
- Health services, where safeguarding or welfare concerns arise.
- Public authorities, including the police, if required by law.

We ensure that any third parties who receive your data are compliant with data protection laws and only use the data for agreed purposes.

## 7. International Data Transfers

Where personal data is transferred outside the UK (for example, by cloud-based IT service providers), we ensure appropriate safeguards are in place. These transfers are only permitted where the level of protection is not materially lower than UK standards, in line with the Data Use and Access Act 2025.

## 8. Data Retention

We only retain personal data for as long as necessary to fulfil the purposes outlined above, or as required by law. Pupil records are typically retained until the pupil reaches the age of 25, while staff records may be kept for six years after employment ends.

## 9. Your Data Protection Rights

Under data protection law, you have certain rights regarding your personal data, including:

- The right to access – request a copy of the data we hold about you.
- The right to rectification – correct any inaccurate data.
- The right to erasure – request deletion of your data in certain circumstances.
- The right to restrict processing – ask us to limit how your data is used.
- The right to data portability – request your data in a structured, commonly used format.
- The right to object – object to how your data is used in some cases.

Please note: We may ask you to verify your identity or clarify your request before responding. In line with UK law, we will carry out searches that are reasonable and proportionate. We will normally respond within one month, though this may be extended where requests are complex.

## 10. Data Security

We take appropriate technical and organisational measures to protect personal data against unauthorised access, loss, or misuse. These include secure servers, password protection, encryption, and access controls.

## 11. Contact Us

If you have any questions or concerns about how your data is handled, or if you wish to make a request under your data protection rights, please contact:

**Data Protection Officer (DPO):** Nicola Wells, Executive Lead for Education

## 12. Complaints

If you are dissatisfied with our response to any data protection issues, you can raise your concerns with us directly. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO):

- ICO Website: <https://ico.org.uk>
- ICO Contact Number: 0303 123 1113

### 13. Updates to This Notice

We may update this privacy notice from time to time. Any significant changes will be communicated to you, and the latest version will always be available on our website or at the school office.