

# PRIVACY NOTICE

Reviewed February 2026

Reviewed by: Grace Speakman



**SAFE START SCHOOL**

WILLPOWER • INITIATIVE • SUCCESS • EMPATHY • RESPECT

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## DATA CONTROLLER DETAILS

**School name:** Safe Start School

**Address:** 1 Henry Square Chambers, Old Street, Ashton-under-Lyne, Tameside, OL6 7ST

**Email:** admin@safestartschooltameside.com

**Telephone:** 0161 523 5444

### Data Protection Officer (DPO):

Name: Grace Speakman

Email: grace.speakman@safestartschooltameside.com

Telephone: 0161 523 5444

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## 1. PRIVACY NOTICE FOR PUPILS (STUDENTS)

### 1.1 Why we collect your information

We use your personal data to:

- teach and support you at school
- keep you safe and well
- understand how you are progressing
- support your health or learning needs
- follow the law and school rules

### 1.2 What information we collect

- name, date of birth and contact details
- school work, assessments and reports
- attendance and behaviour information
- safeguarding records
- special educational needs information
- medical and health information
- photographs and videos (e.g. for school activities)

Some of this information is **special category data**, which the law protects more carefully.

### 1.3 Our legal reasons for using your data

We use your information because:

- the law requires us to (legal obligation)
- it is part of our role as a school (public task)
- it is needed to protect your vital interests
- your parents/carers (or you, where appropriate) have given consent

### 1.4 Who we share information with

We may share information with:

- teachers and school staff
- exam boards
- healthcare professionals
- safeguarding partners
- regulators or inspectors
- local authorities or government bodies (where required)
- The Learner Records Service - the (LRS) is part of the Department for Education and is responsible for maintaining a record of learning and qualifications in England. The LRS uses personal information to issue learners with a Unique Learner Number (ULN) and to create and maintain their Personal Learning Record (PLR), which brings together information about qualifications and learning achievements. Further information about how the Learner Records Service processes personal data, and how learners can access their Personal Learning Record, is available in the LRS privacy notice on the GOV.UK website.

## 1.5 Your rights

You have the right to:

- see the information we hold about you
- ask us to correct mistakes
- ask us to limit how we use your data
- complain to the Information Commissioner's Office (ICO)

We will always explain things in a way you can understand.

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## 2. PRIVACY NOTICE FOR PARENTS / CARERS

### 2.1 What data we collect

- names and contact details
- relationship to the pupil
- payment and billing information
- communication records
- safeguarding information where relevant

### 2.2 Why we use it

We use parent/carer data to:

- communicate about your child's education and welfare
- meet safeguarding and legal duties
- manage admissions, fees and contracts
- comply with regulatory requirements

### 2.3 Legal basis

Processing is carried out under:

- legal obligation
- public task
- contract
- consent (where required)

### 2.4 Data sharing

We may share parent/carer data with:

- school staff
- professional advisers

- regulators and inspectors
- law enforcement or safeguarding bodies (where necessary)

## **2.5 How long we keep data**

We retain data in line with our **Data Protection Policy**, which is based on legal and regulatory guidance.

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## **3. PRIVACY NOTICE FOR STAFF**

### **3.1 What staff data we collect**

- identity and contact details
- employment history and qualifications
- DBS and safeguarding checks
- payroll and pension information
- sickness and absence records
- performance and appraisal records

### **3.2 Why we use staff data**

We process staff data to:

- manage employment relationships
- comply with employment law
- ensure safeguarding of pupils
- pay staff and manage benefits
- meet regulatory requirements

### **3.3 Legal basis**

Staff data is processed under:

- contract
- legal obligation
- public task
- legitimate interests

Special category data is processed under Schedule 1 of the Data Protection Act 2018.

### **3.4 Sharing staff data**

We may share data with:

- payroll and pension providers
  - regulators and inspectors
  - safeguarding agencies
  - HMRC and other authorities
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## **4. PRIVACY NOTICE FOR VISITORS**

### **4.1 What we collect**

- name and contact details
- visit logs and sign-in records
- CCTV images
- vehicle registration numbers (if applicable)

## 4.2 Why we collect it

We collect visitor data to:

- ensure site security
- protect pupils and staff
- meet health and safety requirements

## 4.3 Legal basis

Visitor data is processed under:

- legal obligation
- legitimate interests
- public task (where applicable)

## 4.4 CCTV

CCTV is used for safety and security.

Signage is displayed, and footage is retained for a limited period unless required for investigation.

## 5. DATA RETENTION

We keep personal data only for as long as necessary.

Retention periods are set out in our **Data Protection Policy** and are based on:

- legal requirements
- safeguarding obligations
- guidance from regulators

## 6. YOUR DATA PROTECTION RIGHTS (ALL GROUPS)

You have the right to:

- access your personal data
- request correction of inaccurate data
- request erasure (in certain circumstances)
- restrict or object to processing
- make a complaint to the ICO

### ICO contact details:

Information Commissioner's Office

Website: <https://ico.org.uk>

Telephone: 0303 123 1113

## 7. HOW TO CONTACT US

If you have questions or concerns about how we use personal data, please contact:

Name: Grace Speakman

Email: [grace.speakman@safestartschooltameside.com](mailto:grace.speakman@safestartschooltameside.com)

Telephone: 0161 523 5444