



Data Protection and Privacy Notice

Rosemary Works School

June 2026

1. Introduction

Rosemary Works School ("the School", "we", "us" or "our") is committed to protecting the privacy and security of personal information relating to our pupils, parents and carers, staff, prospective pupils and their families, governors, visitors and other individuals who interact with the School.

This Privacy Notice explains how we collect, use, store and share personal data and how individuals can exercise their rights under UK data protection law, including the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

2. Who is responsible for your personal data?

The School is the data controller for the personal data it processes.

School: Rosemary Works School

Address: 1 Branch Place N1 5PH

Telephone: 0207 739 3950

Email: learn@rosemaryworks.co.uk

The School has appointed a Data Protection Officer (DPO) / Data Protection Lead.

Data Protection Officer/Lead: Semira Asfaw

Email: compliance@rosemaryworks.co.uk

3. Whose personal data do we collect?

We may collect and process personal data relating to:

- Pupils and prospective pupils
- Parents and carers
- Other family members and emergency contacts
- Staff and prospective staff
- Governors and trustees
- Volunteers and contractors
- Visitors
- Suppliers and professional advisers
- Individuals who communicate with the School

4. What information do we collect?

The information we collect depends on our relationship with you. It may include:

Pupil information

- Name, date of birth, address and contact details
- Parent/carer and emergency contact information
- Admissions and enrolment information
- Attendance and absence records
- Academic and assessment information
- Behaviour and disciplinary records
- Special educational needs and disability information
- Medical and health information
- Safeguarding and welfare information
- Photographs and video recordings
- Information relating to trips, clubs, activities and educational programmes
- Information required to support a pupil's education and wellbeing

Parent and carer information

- Names and contact details
- Relationship to the pupil
- Emergency contact information
- Communication preferences
- Financial and payment information where relevant
- Information provided in connection with admissions, attendance, welfare or safeguarding

Staff information

We may process information relating to employment, qualifications, payroll, attendance, performance, health, safeguarding and other matters necessary for the employment relationship and the School's legal obligations.

5. Special category and safeguarding information

Some information we process is particularly sensitive. This may include information about:

- Health and medical conditions
- Disability and special educational needs
- Racial or ethnic origin
- Religious or philosophical beliefs
- Biometric information, where applicable
- Safeguarding and welfare matters

We only process such information where permitted by applicable data protection law and where an appropriate condition for processing applies.

Where necessary to protect a child or another individual, the School may process and share information without consent where there is a lawful basis for doing so.

6. Why do we use personal data?

We use personal data for purposes including:

- Providing education and supporting pupils' learning
- Managing admissions and enrolment
- Maintaining attendance and educational records
- Supporting pupil welfare, health and safeguarding
- Identifying and supporting special educational needs and disabilities
- Communicating with parents, carers and other relevant individuals
- Managing school trips, clubs, activities and events
- Maintaining discipline and promoting good behaviour
- Complying with legal and regulatory obligations
- Managing staff and employment matters
- Managing fees, payments and financial administration
- Maintaining the security of our premises, systems and people
- Preventing and investigating fraud, crime and other unlawful activity
- Operating and improving the School
- Meeting our governance, insurance and accountability requirements

7. Our lawful bases for processing

The School will only process personal data where there is a lawful basis to do so.

Depending on the circumstances, these may include:

- **Legal obligation** – where the School is required to process information by law.
- **Contract** – where processing is necessary to enter into or perform a contract, such as the contract for the provision of education.
- **Legitimate interests** – where processing is necessary for the School's legitimate interests, provided these interests do not override the individual's rights.
- **Consent** – where we have asked for and received valid consent.
- **Vital interests** – where processing is necessary to protect someone's life or physical safety.
- **Public task** – where applicable to the School's activities.

For special category data, the School will also ensure that an appropriate additional condition for processing applies.

8. Sharing personal information

We may share personal data where necessary and lawful with organisations and individuals such as:

- Parents and carers, where appropriate
- Schools and educational establishments
- Local authorities
- Government departments and agencies
- The Department for Education and other education bodies
- Ofsted and relevant regulatory bodies
- Health and social care professionals
- Safeguarding agencies and children's services
- Police and other law enforcement bodies
- Examination and assessment organisations
- Professional advisers
- IT, software and other service providers
- Insurance providers
- Payment and financial service providers

We only share information where there is a lawful basis for doing so and, where appropriate, we take steps to ensure that recipients protect the information appropriately.

9. Safeguarding

The School takes its safeguarding responsibilities seriously.

Where we believe that sharing information is necessary to protect a child or another person from harm, we may share relevant information with appropriate authorities or professionals.

In such circumstances, the School may not always be able to inform parents or carers before information is shared where doing so could increase the risk of harm or otherwise prejudice safeguarding arrangements.

10. Photographs, video and school communications

The School may use photographs and video recordings for purposes such as:

- Recording school activities and events
- Supporting teaching and learning
- School newsletters and publications
- The School website and social media
- Promotional and marketing materials
- Internal communications

Where consent is required, the School will seek it in accordance with its policies and applicable data protection law.

11. CCTV

Where CCTV is operated on School premises, it is used primarily for purposes such as safeguarding, security, crime prevention and the protection of pupils, staff and visitors.

Further information is available in the School's Data Protection Policy.

12. Cookies and website information

Our website may use cookies and similar technologies. These may be used to operate the website, improve its functionality, understand how it is used and, where applicable, support communications or marketing.

Further information can be found in our Cookie Notice.

13. How long do we keep personal data?

We retain personal data only for as long as necessary for the purposes for which it was collected and to meet our legal, regulatory, accounting and reporting obligations.

The School maintains a records retention schedule setting out appropriate retention periods for different categories of information.

14. Keeping information secure

The School takes appropriate technical and organisational measures to protect personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access.

These measures may include access controls, secure systems, staff training, confidentiality requirements, appropriate physical security and secure disposal of records.

15. Transfers outside the UK

Where personal data is transferred outside the UK, the School will ensure that the transfer is lawful and that appropriate safeguards are in place in accordance with applicable data protection legislation.

16. Your rights

Depending on the circumstances, you may have rights under data protection law to:

- Request access to your personal data
- Request correction of inaccurate or incomplete information
- Request erasure of personal data
- Request restriction of processing
- Object to certain processing

- Request data portability
- Withdraw consent where processing is based on consent

These rights are subject to certain legal conditions and exemptions.

Where a request concerns a child's personal data, the School will consider the circumstances carefully, including the child's age, understanding and best interests.

17. Making a data protection request

To exercise your rights or ask a question about how we process personal data, please contact:

Data Protection Officer/Lead

Rosemary Works School

learn@rosemaryworks.co.uk

1 Branch Place, N1 5PH

We may need to verify your identity before responding to a request.

18. Complaints

If you have concerns about how the School handles personal data, please contact the School's Data Protection Officer/Lead in the first instance.

You also have the right to complain to the **Information Commissioner's Office (ICO)** if you believe that your personal data has been handled unlawfully.

19. Changes to this Privacy Notice

We may update this notice from time to time to reflect changes in our practices, legal requirements or the services we provide.

The most recent version will be made available through [the School website / parent portal / School office].