



Longmoor

Community Primary School

Together we grow, explore, discover.

Privacy Notice

DFE:	Non-Statutory	Category:	GDPR
Last Reviewed:	April 2026	Reviewed by:	Luke Rimmer (DHT)
Status:	ACTIVE		

Version Log		
1.0	New version	April 2023
1.1	Update – consolidation	April 2026

**DETERMINATION
RESPECT INTEGRITY
VALOUR EXCELLENCE**

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Longmoor Community Primary School is committed to protecting the privacy and security of personal information. This notice explains how we collect, use and store personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Longmoor Community Primary School is a Data Controller.

Who this notice applies to

Stakeholder group	Covered
Pupils	✓
Parents / carers	✓
Staff (current & former)	✓
Job applicants	✓
Governors	✓
Volunteers	✓
Contractors	✓
Visitors	✓
Website users	✓
Individuals contacting the school by telephone	✓

Why we collect and use personal data

We collect and use personal data to fulfil our duties as a school and employer.

Purpose	Lawful basis under UK GDPR
Provide education	Public task
Safeguard children	Legal obligation / vital interests
Monitor pupil progress	Public task
Deliver SEND provision	Legal obligation
Maintain accurate records	Legal obligation
Communicate with families	Public task
Manage behaviour and wellbeing	Public task
Comply with employment law	Legal obligation
Recruitment and safer recruitment	Legal obligation
Payroll and pensions administration	Contract / legal obligation
Maintain school security (CCTV)	Public task / legitimate interests
Record telephone calls where appropriate	Public task / legitimate interests
Respond to enquiries	Public task
Meet statutory reporting requirements	Legal obligation
Improve services	Public task

Special category data (such as safeguarding, medical or ethnicity data) is processed under **Article 9 conditions**, including safeguarding of children and statutory duties.

Call recordings

Telephone calls to and from the school may be recorded in order to:

- support safeguarding responsibilities
- ensure accuracy of information provided
- support training and quality assurance
- evidence communication where concerns or complaints arise
- promote staff safety and respectful communication

Where recording is in operation, callers will be informed. Recordings are stored securely and access is restricted to authorised staff.

CCTV

The school operates CCTV in order to:

- maintain site security
- safeguard pupils, staff and visitors
- prevent and detect crime
- investigate incidents

CCTV signage is displayed on site.

Who we share information with

We share personal data where necessary to meet legal obligations or to support education and safeguarding.

Organisation	Reason for sharing
Local Authority	statutory duties, safeguarding, admissions
Department for Education	statutory data collections
NHS / school nurse	health support
safeguarding partners	child protection
previous / next schools	transition of pupil records
Ofsted	inspection
payroll providers	salary administration
pension providers	TPS / LGPS
HMRC	tax
DBS	safeguarding checks
IT providers	secure storage of systems
MIS providers	pupil records
educational software providers	curriculum delivery
professional advisers	HR, legal or financial advice
police	safeguarding or legal requirements
telephony providers	secure storage of call recordings

We do not share personal information for marketing purposes.

Department for Education (DfE)

The Department for Education collects personal data via statutory collections such as the school census.

Further information:

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

How long we keep information

We follow the **Information and Records Management Society (IRMS) Toolkit for Schools** retention schedule.

Record type	Retention period
Pupil records	Date of birth + 25 years
safeguarding records	Date of birth + 25 years
SEN records	Date of birth + 25 years
staff personnel files	6 years after employment ends
payroll records	7 years
recruitment records (unsuccessful)	6 months
accident records	3 years
CCTV recordings	usually 30 days
call recordings	usually 30–90 days unless required for investigation
website analytics	in line with cookie settings

Information may be kept longer where required for safeguarding or legal purposes.

Your data protection rights

Under data protection law, individuals have rights including:

- the right to access personal information
- the right to rectification
- the right to erasure (in certain circumstances)
- the right to restrict processing
- the right to object to processing
- the right to lodge a complaint

Contact details

Data Controller: Longmoor Community Primary School

Email: admin@longmoorcps.co.uk

Data Protection Officer: Mr. Mark Rea

Appendix: Data Collection

Type of data	Examples	Pupils	Parents	Staff	Applicants	Govs	Vols	Visitors	Website users	Phone callers
Personal identifiers	name, DOB, address, pupil number	✓	✓	✓	✓	✓	✓	✓		✓
Contact details	phone numbers, email addresses	✓	✓	✓	✓	✓	✓		✓	✓
Characteristics	ethnicity, language, nationality, FSM eligibility	✓		✓						
Attendance information	sessions attended, absence reasons	✓		✓						
Assessment & attainment	internal assessment, statutory results	✓								
Behaviour information	rewards, sanctions, exclusions	✓		✓						
Safeguarding records	child protection files, welfare concerns	✓		✓			✓			✓
SEN information	EHCPs, support plans	✓								
Medical information	allergies, conditions, care plans	✓		✓						
Employment information	contracts, qualifications, HR records			✓	✓					
Payroll information	NI number, bank details, tax info			✓						
Recruitment information	applications, references, interview notes				✓		✓			
Governance records	declarations of interest, governance history					✓				
DBS information	safeguarding suitability checks			✓	✓	✓	✓			
CCTV images	images captured on school site	✓	✓	✓	✓	✓	✓	✓		
Website usage data	cookies, analytics, forms								✓	
Call recordings	audio recordings of telephone calls	✓	✓	✓	✓	✓	✓			✓