

Welbourn Church of England Primary School

High Street
Welbourn
Lincoln
LN5 0NH
Tel: 01400 272798
Email: enquiries@welbourn.lincs.sch.uk



'Believe, Excite, Succeed, Together'

Headteacher: Mrs A Ingamells

Website: www.welbournprimary.co.uk

PRIVACY NOTICE

Welbourn C of E Primary School

How we use your personal information

About Us

Welbourn C of E Primary School is known as the "Controller" of the personal data that we collect about you and your child/ren (see below). We process and hold this information in order to provide education and support services. This notice will explain how we use and share your information.

Why do we collect your personal information?

Welbourn C of E Primary School holds a wide variety of personal information which can be used in order to deliver education services.

In relation to the above service, we will process your information for the following purposes:-

- To monitor and improve the school's performance in responding to your requests,
- To allow us to be able to communicate and provide services and benefits appropriate to you and your children's needs,
- To ensure that we meet our legal obligations and in order to exercise our statutory powers in the public interest,
- Where necessary for the law enforcement functions,
- Where necessary to protect individuals from harm or injury,
- To allow the statistical analysis of data so we can plan the provision of services.

We will only collect personal data that we need in order to deliver services to you and your child and, as far as is reasonable and practicable, we will ensure that the information recorded is accurate and kept up to date.

What personal data do we collect?

We will collect personal data about you in order to help us deliver the right service. The personal data we collect may include:

- Name, address and other contact details
- Family details
- Lifestyle and social circumstances
- Financial details
- Employment and education details
- Visual images, personal appearance and behaviour
- Licenses or permits held
- Pupil records

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We also process special categories of personal data that may include:

- Physical or mental health needs
- Racial or ethnic origin
- Criminal convictions data;
- Civil and criminal proceedings, outcomes and sentences.
- Religious or other beliefs of a similar nature

How do we collect your personal data?

Information may be collected in many different ways but predominantly as set out below:

Face to Face

If you attend a visit to our school or when we visit you we may collect your personal data.

Telephone calls

We do not record or monitor any telephone calls you make to us. However, we may ask you questions which will help us to deliver the best service we can to you and your child.

Emails

If you email us we may keep a record of your email address and the email as evidence of the contact. We are unable to guarantee the security of any email initiated by you and we recommend that you keep the amount of confidential information you send to us via email to a minimum. Where the use of Arbor and ClassDojo is used to communicate information to you, we will use your name and the email address held within our secure system.

Using our website

If you contact us via our website or connect to other organisations, data that you provide such as your name or email address will be recorded.

Signing In and Out

We request that you sign in and out at reception if you need to come into school, name only is recorded.

Who do we get your personal information from?

This information is collected in a number of ways:

- Provided to us on application forms for school places;
- Provided to us directly by you for Arbor, the electronic system for keeping all the children's records, attendance, etc;
- Provided by another professional organisation involved in the provision of services.

Professional organisations may include other public sector bodies such as health and police services. We may also receive information from government bodies and regulators such as OFSTED, the Department of Education and Her Majesty's Revenue and Customs.

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Who do we share your information with?

The type of service you receive and your personal circumstances will dictate who we share your personal data with. Where applicable, we will share your data with organisations that deliver services on behalf of the School.

We will only share your information where it is necessary to do so. The School will not share your information without your consent unless the law requires or allows the School to do so.

Where necessary we may share your information with the following categories of recipients:

- Healthcare, social and welfare organisations and professionals
- Financial organisations, including debt collection
- Local and central government
- Ombudsman and regulatory authorities
- Professional advisors and consultants
- Police forces, other law enforcement and prosecuting authorities
- Disclosure and Barring Service
- Courts and Tribunals

How long do we keep your information for?

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the School's retention policy or the specific requirements of the organisation who has shared data with us.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need. Retention periods are defined within the School's retention guidelines, which can be found on our website.

How do we keep your data safe?

We have an information assurance framework in place which ensures that appropriate technical and organisational measures are in place to help keep your information secure and to reduce the risk of loss and theft.

Access to information is strictly controlled.

All staff are required to undertake regular data protection training and must comply with a variety of security policies designed to keep your information secure.

Your personal data is not processed outside of the European Union (EU) by the school.

Further information regarding the School's information security policy can be found on our website.

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Your Rights

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy. Details of how to make such a request can be found via the link below.

[Make a subject access request – Before you make a request - Lincolnshire County Council](#)

Where we are relying on your consent to process your personal data you are entitled to withdraw your consent at any time.

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of it and request that automated decisions are made by a person.

We are obliged to consider and respond to any such request within one calendar month.

Further Information

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

- The Data Protection Officer at enquiries@welbourn.lincs.sch.uk

Alternatively, you can contact the school by writing to:

Welbourn C of E Primary School, High Street, Welbourn, Lincoln. LN5 0NH

Or

Telephone: 01400272798

Email: enquiries@welbourn.lincs.sch.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) www.ico.org.uk

Last updated [January 2026]