



Privacy Notice

**Dolphin School Trust
inc. Noah's Ark Nurseries**

Reviewed by:	Lucy Price (Headteacher)
Last reviewed:	August 2025
Next review:	August 2027

Our contact details

Name: Dolphin School Trust

Address: 106 Northcote Road, London SW11 6QW

Phone Number: 020 7924 3472

E-mail: stpa@dolphinschool.org.uk

The person responsible for data protection at our school is:

Vivienne Benson admissions@dolphinschool.org.uk

The type of personal information we collect

We may collect and process the following categories of personal information:

- Personal identifiers, contacts and characteristics: name, date of birth and contact details
- Admissions information: forms, references, previous school reports
- Attendance and absence data
- Medical information: allergies conditions, immunisations, accidents, and dietary needs.
- Pupil records including details of internal examinations and any other records created in course of contact with children
- Pupil records and academic progress: internal examinations, assessments (including CATs and other baseline/standardised data), contextual data, reports, and pupil work. Assessment records such as CATs data, papers and results and value added and contextual data
- Special educational needs and disability (SEND) information, including reports from outside agencies.
- Parental permissions: e.g, school trips, use of photographs
- Behaviour, accident and incident reports.
- Pastoral and Safeguarding information collected by the school, kept securely by members of the Safeguarding Team only.
- Financial details: fee payments, bursary or scholarship applications (where applicable).
- CCTV images and photographs (where used for security, school records, or marketing, with appropriate consent).

Some of the data we collect is considered special category data (e.g. health, ethnicity, safeguarding records). We handle this with additional protections.

How we collect your information

We collect most of the information directly from parents or pupils, for example through:

- Admissions forms and contracts.
- Parental consents and permissions.
- Medical and dietary forms.
- Requests for absence or attendance notifications.

We also receive information from:

- Previous schools (when a pupil transfers).
- External professionals and agencies (e.g. educational psychologists, healthcare providers, social services).
- Examination boards.
- Admissions information
- Parental permission for school trips
- Requests for absences
- Medical information or dietary requirements

Why we use your personal information

We use personal data to:

- Deliver a tailored education and pastoral care.
- Safeguard pupils' health, safety, and welfare.
- Meet our statutory obligations (e.g. attendance registers, census returns).
- Support pupils with medical, pastoral, or educational needs.
- Maintain secure records of progress, behaviour, and achievements.
- Communicate with parents and carers.
- Organise trips, visits, and extracurricular activities.
- Meet the requirements of inspections and regulators.

Lawful bases for processing

Under the UK GDPR, the lawful bases we rely on include:

- **Legal obligation** – for example, recording attendance, safeguarding duties, DfE returns.
- **Contractual necessity** – to provide education and related services under our Parent Contract.
- **Vital interests** – where data is needed to protect a child's life or wellbeing (e.g., medical emergencies).
- **Consent** – for optional activities, such as use of photographs for marketing or additional trips. Consent can be withdrawn at any time by contacting the school DPO Vivienne Benson admissions@dolphinschool.org.uk.
- **Legitimate interests** – where processing is necessary for the smooth running of the school (e.g., management information systems).

We will always explain which lawful basis applies for each type of processing.

Who we share information with

We may share personal data with:

- The Department for Education (DfE) and local authority, where legally required.
- ISI (Independent Schools Inspectorate) or other regulators during inspections.
- External specialists, healthcare professionals, and educational agencies supporting pupil needs.
- Examination boards and test providers.
- Professional advisers (e.g. legal, insurance, auditors).

- Providers of cloud-based services and IT systems used securely by the school.

International transfers

- If we use cloud-based services where data may be stored outside the UK/EEA (for example Microsoft or Google), we ensure that appropriate safeguards are in place, such as the UK International Data Transfer Agreement.

How we store and retain your personal information

Your data is stored securely, with appropriate technical and organisational measures to protect it.

We keep personal information only for as long as necessary, in line with statutory guidance and our Data Retention Schedule (see Data Protection policy).

After the retention period, records are securely destroyed or deleted.

Your data protection rights

You have the following rights under UK GDPR:

- **Access** – to request copies of your personal information.
- **Rectification** – to ask us to correct or complete information you believe is inaccurate or incomplete.
- **Erasure** – to request deletion of personal data in certain circumstances.
- **Restriction** – to request that we limit how we process your data.
- **Objection** – to object to processing in certain circumstances.
- **Data portability** – to request that we transfer data you provided to another organisation.

You are not required to pay a fee to exercise these rights. We must respond within one month.

Requests should be made in writing to the Data Protection Lead at admissions@dolphinschool.org.uk.

Complaints

If you are concerned about the way we are handling your personal data, please contact the school's Data Protection Lead in the first instance.

If you remain dissatisfied, you can contact the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Helpline: 0303 123 1113
Website: www.ico.org.uk

Changes to this notice

We review our Privacy Notice regularly and will update it if the way we process personal data changes. The most up-to-date version will always be available on our website.

Pupil Privacy Notice

At Dolphin School, we need to collect some information about you so that we can look after you and help you learn. This short notice explains what we do with your information.

What information do we collect?

We collect things like:

- Your name, birthday and address.
- Who looks after you at home.
- Your attendance and progress in lessons.
- Your work, test results and reports.
- Any allergies, medical needs or special help you may need in school.
- Records to help keep you safe.
- Photos and videos (if your parents have said “yes”).

Why do we use this information?

We use it to:

- Teach you and help you learn.
- Keep you safe and healthy.
- Organise trips, clubs and activities.
- Record your progress and achievements.
- Tell your parents and carers how you are doing.

Who do we share it with?

Sometimes we need to share your information with:

- Your parents or carers.
- Other teachers or schools.
- Exam boards, inspectors and the government (because it is the law).
- Doctors, nurses or counsellors if you need help.

We never share your information with strangers or for advertising.

How do we keep it safe?

We keep your information on secure systems and in locked files. We only keep it for as long as we need it, then we delete or destroy it safely.

Your rights

You have the right to:

- Ask what information we have about you.
- Ask us to change anything that isn't right.
- Ask us not to use your information in some ways.

If you want to know more, you can ask your teacher or speak to a member of the Senior Team.

If you are worried

If you are worried about how we use your information, you can:

1. Speak to your teacher or a trusted adult in school.
2. Ask to speak to [Data Protection Lead].
3. If you still feel unhappy, your parents can contact the **Information Commissioner's Office** (ICO) – they make sure people's information is protected.