

Netherhall School

An Ambitious, Caring Community



Netherhall School Privacy Notice

Introduction

Netherhall School is committed to protecting your personal data and respecting your privacy. This notice explains how we collect, use, store, and share personal information about students, parents, staff, and others in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

Who We Are

Netherhall School is the **Data Controller** for the personal data we process.

Contact details:

- **Address:** Netherhall School, Maryport, Cumbria
 - **Email:** [Insert school email]
 - **Phone:** [Insert phone number]
 - **Data Protection Officer (DPO):**
Name: School Business Manager
Email: office@netherhall.cumbria.sch.uk
Phone: 01900 813434
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What Data We Collect

We collect and process information including:

- **Personal identifiers:** name, date of birth, unique student number
 - **Contact details:** address, phone, email
 - **Educational records:** attendance, assessment, progress
 - **Special category data:** health, SEN, ethnicity, safeguarding information
 - **Images:** photographs for school purposes (with consent)
 - **IT usage data:** login details, device identifiers
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Why We Collect Data & Lawful Basis

We process personal data to:

- Support student learning and welfare
 - Comply with legal obligations (e.g., DfE census)
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- Manage school operations and communication
- Safeguard students and staff

Lawful bases:

- Public task (educating students)
- Legal obligation
- Consent (e.g., for photos, certain communications)

Who We Share Data With

We may share data with:

- Department for Education (DfE)
- Local Authority
- Exam boards
- IT service providers
- Health and safeguarding agencies

We do **not** share data for marketing purposes.

Retention Periods

Personal data is kept only as long as necessary:

Record Type	Retention Period
Student educational record	Until the student's 25th birthday
SEND / EHCP files	6 years after provision ends
Child protection records	Until the student's 25th birthday (or longer if legal hold applies)
Admissions documents	6 years after closure of register
Staff personnel files	6 years after employment ends
Allegations against staff	Until normal retirement age or 10 years from allegation date
Financial records	6 years from end of financial year
Governing body signed minutes	Permanent

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For full details, see our **Records Retention Policy**.

Your Rights

Under UK GDPR, you have the right to:

- Access your data
- Request correction or deletion
- Restrict or object to processing
- Data portability

To exercise these rights, contact our DPO, via the contact us [form](#).

You also have the right to complain to the **Information Commissioner's Office (ICO)**:
www.ico.org.uk.

Security & Breach Notification

We use technical and organisational measures to protect data. If a data breach occurs, we will notify affected individuals and the ICO where required.

Cookies & Online Services

Our website uses cookies to improve functionality. For details, see our **Cookie Policy**.

Review

This notice is reviewed annually or when processing changes.

Last updated: November 2025