

Privacy Notices

St Martin's School



Last updated: 4th June 2025

St Martin's School is an independent primary school. We are committed to protecting your privacy and being clear about how we use personal data about pupils, parents, and staff.

Our contact details:

St Martin's School
15 Stoke Wood Road
Bournemouth
Dorset
BH3 7NA
01202 292011

1. Pupils

We collect and use personal information about pupils and their families. This can include:

- Names, addresses, and contact details
- Date of birth and gender
- Emergency contacts
- Medical and health information
- Special educational needs (SEN) information
- Attendance and behaviour records
- Assessment and academic progress
- Photos and videos (for school use, website, newsletters, etc.)
- Parent/carers information for contact and communication

We collect this information to:

- Support your child's learning and development
- Provide pastoral care and safeguarding
- Keep everyone safe and meet our legal duties
- Communicate with families
- Track progress and report to parents
- Manage admissions, attendance, and school operations
- Promote the school (e.g. in newsletters, website photos, etc.)

We only collect and use personal information when the law allows us to. Most commonly, we use it because:

- We have a legal obligation (e.g. safeguarding, education law)
- It's part of our public task as a school
- Sometimes, we ask for consent (e.g. for using photos on the website)

You can withdraw your consent at any time – just contact us on admin@stmartinsschool.net or 01202 292011.

We may share data with:

- Local authorities (e.g. for safeguarding or funding)
- The Department for Education (DfE)
- School software providers (e.g. for communication, learning platforms)
- Health professionals or social services (where needed)
- Exam or assessment providers

We never sell your data. We only share it when it's necessary and safe to do so.

We keep data only for as long as we need it or are legally required to keep it. Pupil records are usually kept until the pupil is 25. If you'd like more details, just ask us for our GDPR Policy.

We take data security seriously. We store information safely and limit access to those who need it. Digital systems are password protected and physical files are stored securely in locked filing cabinets, which remain in the school office and may not be removed from site.

You have rights over your personal data, including:

- To see the data we hold about you
- To ask us to correct wrong information
- To ask us to delete data (in some cases)
- To object to how we're using it

To exercise your rights, contact the school office on 01202 292011, or email admin@stmartinsschool.net

2. Staff

We collect and use personal data including:

- Name, address, date of birth, contact details
- Employment history and qualifications
- National Insurance number
- Bank details and payroll information
- Right-to-work documentation
- Medical and absence information
- Safeguarding records, DBS checks, references
- Appraisal and performance records
- Disciplinary and grievance information (if applicable)
- Emergency contact details
- Photos (e.g. for ID badges or school website, where applicable)

We collect and use this information to:

- Manage your employment contract and pay you
- Meet our legal duties (e.g. safer recruitment, safeguarding)
- Manage training, performance, and development
- Communicate with you and manage school operations
- Ensure health, safety, and wellbeing at work
- Handle disciplinary or grievance matters
- Comply with HMRC, pensions, and employment law

We process your data when:

- It's needed to fulfil your contract
- We have a legal obligation (e.g. safeguarding)
- It's in the school's legitimate interests
- Occasionally, with your consent (e.g. use of photos)
- For special category data (like health), we rely on reasons such as employment law, health and safety, or public interest.

We may share data with:

- Payroll and pension providers
- HMRC and other government departments
- The Disclosure and Barring Service (DBS)
- Health and wellbeing services
- Legal advisers (if needed)
- IT or HR systems used by the school

We only share data when necessary and with proper protections in place.

Staff records are usually kept for 6 years after you leave the school, unless a longer period is required by law (e.g. for safeguarding). We securely destroy data when it's no longer needed.

We store your data securely, with access limited to those who need it. Electronic systems are protected with passwords and encryption where appropriate. Paper copies are kept in a locked filing cabinet with access only to the Senior Leadership Team and proprietors.

You have the right to:

- See the data we hold about you
- Ask for incorrect data to be corrected
- Ask us to delete your data (in some cases)
- Restrict or object to certain uses of your data
- Make a complaint if you're unhappy with how we handle your data

To exercise your rights, contact the school office on 01202 292011, or email admin@stmartinsschool.net

If you're not satisfied with our response, you can contact the **Information Commissioner's Office (ICO)**: www.ico.org.uk | 0303 123 1113