



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

GDPR PRIVACY NOTICE FOR CHILDREN ATTENDING THE WHITE HOUSE SCHOOL LTD AND THEIR PARENTS

The White House School Ltd (“the School”) is committed to protecting the privacy and security of your personal information. This notice describes how we collect and use personal information about children (“Children”) and their parents/guardians (“Parents”) (collectively “You” or “Your”) in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The White House School Ltd (Company No. 4060255), 24 Thornton Road, London SW12 0LF, is a “Data Controller.” This means we are responsible for deciding how we hold and use personal information about You.

DATA PROTECTION PRINCIPLES

We will comply with data protection law, which requires that the personal information we hold about You must be:

- * Used lawfully, fairly, and transparently.
- * Collected only for valid purposes clearly explained to You.
- * Relevant and limited only to those purposes.
- * Accurate and kept up to date.
- * Kept only as long as necessary.
- * Kept securely.



Principal Mrs M. McCahery Cert Ed **Headmaster** Joe Knight BA Hons, PCGE, NPQH
24 Thornton Road, London, SW12 0LF
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www.whitehouseschool.com



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THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data means any information from which an individual can be identified. "Special Categories" of data (e.g., health, ethnicity) require higher levels of protection.

For Children:

- * Identity & Contact: Name, date of birth, home address, and gender.
- * Educational Records: Attendance, progress reports, observations, work samples, and transition records.
- * Safeguarding: Care plans, child protection reports, and incident logs.
- * Health & Wellbeing: Dietary requirements, medical conditions, accident/injury records, and immunization data.
- * Media: Photographs and video clips for educational display or internal records.
- * Emergency Info: Contact details for parents and secondary emergency contacts.

For Parents:

- * Identity & Contact: Name, address, telephone numbers, and email addresses.
- * Financial: Bank account details (for fee collection) and National Insurance numbers (for funding eligibility).
- * Security: Records of conversations deemed relevant to safeguarding, including the government's Prevent strategy.

HOW YOUR INFORMATION IS COLLECTED

We collect information through the initial inquiry, the formal application/enrolment process, and ongoing interactions while the Child is at the School. We may also receive information from previous nurseries/schools or local authorities.



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HOW WE WILL USE YOUR INFORMATION

We only use Your information when the law allows us to. Most commonly:

- * Contractual Necessity: To provide the educational services you have engaged us for.
- * Legal Obligation: To comply with Department for Education (DfE) and Ofsted requirements.
- * Legitimate Interests: To ensure the effective management of the school, provided your rights do not override these interests.
- * Vital Interests: To protect a Child's life in a medical emergency.

Specific Uses Include:

- * Determining eligibility for government funding (Local Authority).
- * Sharing progress with future schools for transition.
- * Allowing Ofsted or the ISI to inspect records for quality and safety compliance.
- * Managing school fees and identifying attendance patterns.

SPECIAL CATEGORY DATA

We process "Special Category" data (health, ethnicity, religion) only when:

- * We have explicit written consent.
- * It is necessary to protect the vital interests of a child (emergency medical care).
- * It is necessary for substantial public interest (e.g., safeguarding or equal opportunities monitoring).

DATA SHARING

We share information with third parties where required by law or necessary for school operations.

- * Local Authorities: For funding, census, and special educational needs (SEN) support.
- * Regulatory Bodies: Ofsted, ISI, and the Department for Education.
- * Educational Institutions: Transitioning data to the Child's next school.





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* Service Providers: Secure platforms for school management (e.g., cloud-based registers) and pension providers for relevant staff/parent schemes.

Security: All third-party providers are required to take appropriate security measures and may only process data according to our strict instructions.

DATA RETENTION

We retain personal information only for as long as necessary to fulfill the purposes we collected it for, including legal, accounting, or reporting requirements.

- * Most records are kept for the duration of the Child's time at the School.
- * Safeguarding records and accident reports are kept longer in accordance with statutory limitations.
- * Our full Data Retention Policy is available upon request from the School Office.

YOUR RIGHTS

Under certain circumstances, You have the right to:

- * Request Access: Receive a copy of the data we hold about You.
- * Request Correction: Fix inaccurate or incomplete information.
- * Request Erasure: Ask us to delete data where there is no good reason for us to continue processing it.
- * Object to Processing: Challenge processing based on "legitimate interests."
- * Request Restriction: Suspend the processing of Your data (e.g., while we verify accuracy).
- * Data Portability: Request the transfer of Your data to another party.

To exercise these rights, please contact the Headmaster in writing. We do not usually charge a fee for these requests.



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RIGHT TO WITHDRAW CONSENT

Where you provided consent for a specific purpose (e.g., marketing or specific photo usage), you have the right to withdraw it at any time. Contact the School Manager or Headmaster to do so.

CHANGES TO THIS NOTICE

We may update this notice at any time. Substantial changes will be communicated to You directly.

If you have questions regarding this policy, please contact the Headmaster.



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