



**The White House Preparatory School
and
Woodentops Nursery**

PRIVACY POLICY FOR PARENT AND CHILD

Data Controller: The White House School Ltd (Company No. 4060255)

Registered Address: 24 Thornton Road, London, SW12 0LF

Date Last Updated: May 2026

1. What is the Purpose of This Document?

The White House School Ltd (“the School”, “we”, “us”) is committed to protecting the privacy and security of your personal information.

This Privacy Notice describes how we collect, use, and store personal data about pupils (“Children” or “Pupils”) and their parents or legal guardians (“Parents”) in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018 (DPA 2018)**.

The School is a **Data Controller**. This means we are responsible for deciding how we hold and use personal information about you and your child. We are required under data protection legislation to notify you of the information contained in this privacy notice.

2. Contact Details & Data Protection Lead

If you have any questions about this privacy notice or how we handle your personal data, please contact our designated **Data Protection Lead**:

- **Contact Title:** Data Protection Lead / Headmaster
- **Email Address:** office@whitehouseschool.com
- **Telephone:** 020 8674 9514
- **Postal Address:** The White House School, 24 Thornton Road, London, SW12 0LF



Principal Mrs M. McCahery Cert Ed **Headmaster** Joe Knight BA Hons, PCGE, NPQH

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3. Data Protection Principles

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

1. **Lawful, Fair, and Transparent:** Used lawfully, fairly, and in a clear, transparent way.
2. **Purpose Limitation:** Collected only for valid educational and regulatory purposes that we have clearly explained to you.
3. **Data Minimisation:** Adequate, relevant, and limited strictly to what is necessary.
4. **Accuracy:** Kept accurate and, where necessary, up to date.
5. **Storage Limitation:** Kept only for as long as necessary for the purposes specified.
6. **Integrity and Confidentiality:** Kept securely using appropriate technical and organizational measures.

4. The Categories of Information We Hold About You

A. Pupil Information

- **Personal & Contact Details:** Name, date of birth, gender, home address, preferred language.
- **Academic & Progress Records:** Assessment reports, learning progress logs, work samples, attendance records, baseline testing, and reference details for secondary school transition.
- **Special Educational Needs (SEN):** Learning support plans, educational psychologist reports, speech and language referrals, local authority EHCP records.
- **Health & Welfare:** Medical history, dietary requirements, emergency contact details, accident reports, and injury logs.



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- **Safeguarding Information:** Child protection reports, local authority referral files, and confidential welfare notes.
- **Media:** Photos and video recordings for internal identification, learning journals, educational displays, and (where consented) school publications, social media, or website display.

B. Parent Information

- **Personal & Contact Details:** Name, home address, personal phone numbers, and email addresses.
- **Financial Details:** Bank details, fee payment records, bursary application details, and fee settlement history.
- **Identity Verification:** Proof of identity/address and proof of parental responsibility.

C. Special Category & Sensitive Personal Data

We may collect and process sensitive personal data requiring higher levels of protection, including:

- **Ethnicity, Nationality, and Religion** (for statutory returns and monitoring).
- **Physical or Mental Health Data** (for safeguarding, medical treatment, and educational support).
- **Safeguarding Data** (processed under **DPA 2018 Schedule 1** for the protection of children).

5. Lawful Bases for Processing Personal Data

Under UK GDPR Article 6 and Article 9, we must have a lawful basis for processing your data. We rely on the following bases:



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Activity / Purpose	UK GDPR Lawful Basis (Art. 6 & Art. 9)
Delivering education, issuing reports, collecting fees, administration	Performance of a Contract (Art. 6(1)(b))
Attendance reporting, safeguarding checks, statutory returns to DfE / Local Authority	Legal Obligation (Art. 6(1)(c) & Art. 9(2)(g) - DPA 18 Sched. 1)
Operational management, security, alumni relations, standard school promo	Legitimate Interests (Art. 6(1)(f))
Marketing photos/videos, public social media use, non-essential data processing	Explicit Consent (Art. 6(1)(a) & Art. 9(2)(a))
Medical emergency management on site	Vital Interests (Art. 6(1)(d) & Art. 9(2)(c))

6. How We Collect Data

We collect personal data from initial parent enquiries, school application/registration forms, previous nurseries/schools, local authorities, medical professionals, and directly through ongoing interactions during your child's enrolment.

7. Data Sharing

We do **not** sell personal data to third parties. We only share information with third parties when legally permitted or required:

- **Educational Inspectorates:** Ofsted and the Independent Schools Inspectorate (ISI) for regulatory compliance and safeguarding reviews.
- **Local Authorities & DfE:** For statutory educational reporting, Early Years funding, and child protection obligations.



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- **Future Schools:** Sharing academic and progress profiles to facilitate seamless secondary school transfers.
- **Third-Party Service Providers:** Secure cloud software providers (e.g., school management systems, payment portals, virtual learning platforms) bound by strict data processor contracts.
- **Medical / Emergency Services:** Hospitals or emergency care providers where necessary to protect a pupil's vital interests.

8. International Data Transfers

The majority of data processed by the School is stored within the UK or European Economic Area (EEA). If we use cloud providers that process data outside the UK/EEA, we ensure adequate safeguards are in place (such as standard contractual clauses or UK IDTA addendums) to maintain equal protection.

9. Data Retention & Storage

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, including legal, accounting, or statutory reporting requirements.

- **General Pupil Records & Reports:** Retained until the pupil reaches the age of **25**.
- **Safeguarding / Child Protection Files:** Retained for **at least 25 years** from the pupil's date of birth (or indefinitely/in line with statutory inquiry requirements).
- **Financial & Fee Records:** Retained for **6 years** plus the current financial year following pupil departure.
- **Admission / Application Records (Unsuccessful):** Retained for **1 year** from application date.

10. Your Rights Under UK GDPR

Under data protection law, Parents (and Pupils where appropriate) have the following rights:



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- **Right of Access (Subject Access Request):** Request a copy of the personal information we hold about you or your child.
- **Right to Rectification:** Request correction of inaccurate or incomplete data.
- **Right to Erasure ('Right to be Forgotten'):** Request deletion of data where there is no compelling legal reason for its continued processing.
- **Right to Restrict or Object:** Object to or restrict processing based on legitimate interests or direct marketing.
- **Right to Data Portability:** Request the transfer of provided personal data to another controller in a structured format.

To exercise any of these rights, please submit a written request to the **Data Protection Lead** at office@whitehouseschool.com. No fee is usually required.

11. Right to Withdraw Consent

Where processing is based on consent (such as public marketing photographs), you have the right to withdraw your consent at any time. To withdraw consent, please inform the school office in writing via office@whitehouseschool.com.

12. Automated Decision-Making & Profiling

The School does **not** make decisions about pupils or parents using automated processing or profiling methods.

13. How to Raise a Complaint

If you have any concerns regarding how we collect and process your personal data, we ask that you raise the issue with the School first.



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However, you have the statutory right to lodge a complaint at any time directly with the UK supervisory body for data protection:

Information Commissioner's Office (ICO) > Website: www.ico.org.uk

Telephone: 0303 123 1113

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

<i>Policy will be reviewed every 2 years</i>			
Policy reviewed:	Sept 26	By:	Headteacher
To be reviewed:	Sept 28	By:	Headteacher



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