



CHARLTON HOUSE

— Catholic Prep —

Nurturing excellence, embracing
communities and inspiring futures

Privacy Notice

Reviewed and approved by the full governing body November 2025
To be reviewed by FGB November 2026

Date	Oct 2024	Nov 2025		
Reviewed by	FGB	FGB		

Charlton House Catholic Prep is a data controller for the purposes of the Data Protection Regulations. We collect information from you and may receive information about you from your previous Early Years Provider or education provider, local authorities, and the Department for Education (DfE).

What is this policy for?

This policy is intended to provide information about how the school will use (or process) personal data about individuals including: its staff; its current, past and prospective students; and their parents, carers, or guardians.

A great deal of the information we collect is included in the Parent Declaration Form, and also on your completed child's admission to Early Years form which, when signed, indicates that you understand how your family's data will be processed. In addition, we collect information for 3 and 4-year-old funding eligibility, on learning and development, on safeguarding and welfare & special educational needs and disabilities.

We hold this personal data and use it to:

- Support teaching and learning. In order to facilitate this, we may share information with the software supplier (listed at the end of this document) to set up the systems needed for children and parent/carers/guardians to access. When your child applies for a school place, information may be forwarded to your child's new school to aid transition into their next phase of education. If your child changes Early Years Provider or attends more than one provider, information may be shared between Early Years Providers.
- Monitor and report on learning and development.
- Provide appropriate pastoral care (Keeping Children Safe in Education 2025).
- Assess how well we, as an education provider, are doing.
- Co-operate with Southampton City Council and external partners to improve the well-being of children, under the duty of the Children Act 2004. (Keeping Children Safe in Education 2025)
- Share information with Southampton City Council and external partners to support the duty to safeguard and promote the welfare of children, under the Children Act 1989, Section 17. Working Together to Safeguard Children (July 2022)
- Provide information via statutory census returns to the DfE and, in turn, this will be available for the use of Southampton City Council to carry out its official functions, or a task in the public interest.
- SEND child level information to Southampton City Council on a regular basis in accordance with our information sharing agreement to enable the local authority to meet its duty under Data Protection legislation to ensure that the data it holds is accurate and also to carry out its official functions, or a task, in the public interest.

Your information will not be used for any other purpose or shared with any other organisation unless provided for by law or covered in this Privacy Notice.

Charlton House Catholic Prep's Data Protection Officer is Mrs April Stockill, the Office Manager and Registrar. If you want to receive a copy of information held about your child(ren) and you, please put this in writing to:

Mrs A. Stockill, Charlton House Catholic Prep, 55-57 Midanbury Lane,
Bitterne Park, Southampton, SO18 4DJ

For information on how long the school will store the information collected please refer to the providers Retention of Records Policy.

Should you have any concerns with how your data is being processed, the following steps should be taken:

1. Contact the Data Protection Officer.

2. If concerns remain unresolved, follow the Early Years Provider Complaints procedure.
3. Contact the Information Commissioner's Office (www.ico.org.uk)

For further information on the circumstances under which you have the right to request access to, or rectification/erasure of, your personal data please visit the Information Commissioner's website.

Charlton House Catholic Prep has a duty under the Children Act 2004 to co-operate with their partners in health and youth justice to improve the wellbeing of children in their area and will agree information sharing agreements with partners to enable them to carry out official functions, or a task in the public interest.

The DfE may also share child level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the data protection principles. Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to child level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) child level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

- www.youngsouthampton.org/privacynotice.aspx and
- <http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>
- <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites, we can send you a copy of this information. Please contact the LA or DfE as follows:

- **Solicitor for Education:** Legal Services, Southampton City Council, Ground Floor, Civic Centre, SO14 7LY
- **Public Communications Unit:** Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
Website: www.education.gov.uk
Email: www.education.gov.uk/help/contactus
Telephone: 0370 000 2288

Provider postal address	55-57 Midanbury Lane Bitterne Park Southampton SO18 4DJ
Provider e-mail address	admin@charltonhouseindependentschool.co.uk
Provider telephone number	02380 671739
Software suppliers	Seesaw, CPOMS, Google Drive, ISAMS