The Cornwall Independent School

A coeducational day school: Early Years Foundation Stage (Reception) and Key Stages 1–4

Data Protection – Privacy Notice Summary (Displayed at Reception)

This document has been retitled from 'Privacy Notice Summary – At Reception' to 'Data Protection Privacy Notice – Reception/Front-of-House Summary Display', to distinguish clearly between this front-of-house notice and the school's full Privacy Notices, and to reflect current UK data protection terminology (UK GDPR, Data Protection Act 2018, and the Data (Use and Access) Act 2025).

Document title	Data Protection Privacy Notice – Reception/Front-of-House Summary Display
Purpose	A short-form summary notice, for display at reception and other front-of-house points, signposting to the school's full Privacy Notices
Data controller	The Cornwall Independent School (the 'School')
Statutory and regulatory basis	UK GDPR; Data Protection Act 2018; Data (Use and Access) Act 2025 (including the new right to complain under section 164A DPA 2018, in force from 19 June 2026); Independent School Standards (ISS) Guidance April 2026, paragraphs 7.3–7.5 (Standard 33); Keeping Children Safe in Education 2026; Early Years Foundation Stage (EYFS) Statutory Framework (September 2025)
Applies to	Pupils (including EYFS/Reception pupils), parents and carers, staff, volunteers, governors, visitors and contractors
Related documents	Full Data Protection Policy; Pupil Privacy Notice; Parent/Carer Privacy Notice; Staff Privacy Notice; Visitor Privacy Notice; CCTV Policy; Data Retention Schedule; Complaints Policy
Policy owner	Data Protection Officer (DPO)
Review cycle	Annually, and sooner if there is a relevant change in law or statutory guidance
Next review due	September 2027

Our commitment to you

The Cornwall Independent School is committed to preserving the privacy and security of the personal data of all pupils (including those in our EYFS Reception class), parents and carers, staff, visitors and contractors. This notice is a short summary for display at reception. It should be read alongside the school's full Privacy Notices, which are available on our website and on request from the school office.

Who are we

The Cornwall Independent School is the data controller for the personal information we hold about you or your child. Our Data Protection Officer (DPO) can be contacted at admin@stpirans.net or via the school office.

What information we collect and why

We collect and use personal data (including, where relevant, special category data such as health, ethnicity, and special educational needs information) to run the school safely and effectively. This includes, for example, admissions and attendance records, safeguarding and welfare information, academic and behavioural records, medical and allergy information, images used for identification and learning records, catering and payment information, and CCTV footage at school entrances and communal areas for site security. Full details of what we collect, why, and the lawful basis we rely on (including under UK GDPR Articles 6 and 9) are set out in our full Privacy Notices.

How long we keep it

Information is kept securely for only as long as necessary for the purpose it was collected, in line with our Data Retention Schedule, and is then securely destroyed or anonymised.

Who we share it with

We do not sell personal information, and we do not share personal data (including emails and phone numbers) with other organisations, except where set out in our Data Protection Policy and Privacy Notices — for example with the Department for Education, our local authority, safeguarding partners, examination boards, healthcare professionals, and other schools when a pupil transfers, or where we are required to do so by law.

Your rights

Subject to certain exemptions, you have the right to:

- be informed about how your personal data is used;
- access the personal data we hold about you or your child (a Subject Access Request);
- have inaccurate personal data corrected, or incomplete data completed;
- request erasure or restriction of your personal data in certain circumstances;
- object to processing in certain circumstances; and
- not be subject to a decision based solely on automated processing, including profiling, which produces a legal or similarly significant effect.

To exercise any of these rights, or for a full copy of our Privacy Notices, please contact the school office or email admin@tcischool.co.uk

Making a complaint

If you believe we have mishandled your personal data, please contact our Data Protection Officer in the first instance so that we can investigate and put things right. From 19 June 2026, this is also a statutory right under section 164A of the Data Protection Act 2018 (inserted by the Data (Use and Access) Act 2025): we will acknowledge your complaint within 30 days and aim to resolve it without undue delay. If you remain dissatisfied with our response, you have the right to complain to the Information Commissioner's Office (ICO):

- Online: ico.org.uk/make-a-complaint
- Telephone: 0303 123 1113
- Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Keeping this notice up to date

This summary is reviewed at least annually, and sooner if there is a relevant change in the law, by the Data Protection Officer. Our full suite of Privacy Notices (covering pupils, parents/carers, staff, volunteers and visitors) is available on the school website and can be requested at any time from the school office, in person, by telephone, or by emailing admin@tcischool.co.uk

The Following Individual Privacy Notices are available by contacting The Cornwall Independent School.

1. Privacy notice for Parents, Carers and legal guardians
2. Privacy notice for members of the public
3. Privacy notice for staff
4. Privacy notice for pupils
5. Privacy notice for visitors
6. Privacy notice for recruitment of staff
7. Privacy notice for the governance advisory board
8. Privacy notice for the proprietor

Version for reception/front-of-house display. Last reviewed: August 2026. Next review: September 2027.