



Yew Tree Primary School

GDPR STATEMENT 2025/26

We need to hold personal information about your child on our network and in paper records to help us with their educational needs. Our Data Protection Officer (DPO) is responsible for the safe-keeping. Please keep your child's record up to date by informing us of any changes.

School staff have access to your child's records to enable them to do their jobs. From time to time information may be shared with others involved in your child's care, only if it is necessary. Anyone with access to your child's records is trained adequately in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date. All information about your child is held securely and appropriate safeguards are in place to prevent accidental loss.

In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is presented, or in the case of public educational issues. In other circumstances you may be required to give written consent before information is released – such as the educational reports for insurance, solicitors etc.

To ensure your child's privacy, we will not disclose information over the telephone unless we are sure that we are talking to you – the parent/carer. Information will not be disclosed to family and friends unless we have prior consent and we do not leave messages with others.