



Version 1.0 · Issued 14 September 2026 · Next review 14 September 2027 · Data controller: Mereworth Community Primary School, 39 The Street, Mereworth, Kent, ME18 5ND · Data Protection Officer: Satswana Ltd, dpo@satswana.com

This notice explains what happens to your information when you visit the website of Mereworth Community Primary School at mereworth.kent.sch.uk, use our online forms, or contact us electronically. It sits alongside our Cookie Policy and our other privacy notices, and is reviewed annually and whenever the website or its third-party services change.

Who We Are

Mereworth Community Primary School of 39 The Street, Mereworth, Kent, ME18 5ND is the data controller for the information described in this notice. Our registration with the Information Commissioner's Office is Z6064564.

Our Data Protection Officer is Satswana Ltd (outsourced Data Protection Officer), who can be contacted at dpo@satswana.com or on 01622 812569. The DPO is your first point of contact for any question or concern about how we use your information.

What We Collect When You Visit

When	What we collect
Automatically	Your IP address (truncated for analytics), the pages you view, the date and time, the referring page, your browser and device type, and approximate region. This is used to keep the site secure and to understand which pages are useful.
When you complete a form	The information you type into the form — typically your name, email address, telephone number, your child's name and year group, and your message.
When you subscribe to news	Your name, email address, any telephone number you choose to give, and your contact preferences.
When you make a payment	Your name and the payment reference. Card details are entered directly with our payment provider and are never seen or stored by the school.
When you use the parent portal	Your login identifier, the time of access and the records you view, which are logged for security.

We do not use the website to collect special category data, and you should not send safeguarding, medical or other sensitive information through a public web form — contact the school office directly instead.

Why We Use It and Our Lawful Basis

Purpose	Why, and our lawful basis
Operating and securing the site	To operate and secure the website, and to prevent fraud and misuse — legitimate interests (Article 6(1)(f)), or public task where the site delivers school functions.
Responding to enquiries	To respond to your enquiry — legitimate interests, or steps taken at your request before entering a contract.
Admissions	To administer admissions enquiries and applications — public task and legal obligation.
Newsletters	To send you newsletters and updates you have asked for — consent (Article 6(1)(a)), which you may withdraw at any time using the unsubscribe link in every message.
Payments	To process payments for trips, clubs and meals — contract and legal obligation for the financial records.
Analytics	To measure use of the site through anonymised analytics — consent, given through the cookie banner.

We do not sell your information, we do not use it for advertising, and we do not make automated decisions about you based on your use of the website.

Who We Share It With

- Our website host and content management provider, who act as our processor under an Article 28 contract.
- Our email delivery and newsletter provider, where you have subscribed.
- Our payment provider, which is a controller in its own right for payment card data and regulated by the Financial Conduct Authority.
- Our analytics provider, where you have consented, in anonymised form.
- Embedded content providers (video, maps, calendars and social feeds) when you consent to load them; these set their own cookies and have their own privacy notices.
- Law enforcement or other authorities where we are legally required to disclose.

Our suppliers process data in the United Kingdom or the European Economic Area wherever possible. Where a transfer outside the UK is necessary, we use the International Data Transfer Agreement or the UK Addendum to the EU Standard Contractual Clauses and complete a transfer risk assessment.

How Long We Keep It

Record	Retention period
Web server and security logs	12 months.
Analytics data	Up to 14 months, in aggregate.
General enquiries	2 years from the last contact.
Admissions enquiries	1 year, or as set out in the pupil privacy notice if an application follows.
Newsletter subscriptions	Until you unsubscribe; we remove addresses that have not opened a message in 24 months.
Payment records	6 years plus the current financial year, as required by financial regulations.
Cookie consent records	12 months.

Full details are in our Retention Schedule, available on request.

Cookies, Children and Links

Cookies and similar technologies are explained in our Cookie Policy, which you can reach from the footer of every page. Nothing other than strictly necessary cookies is set until you choose, and you can change your choice at any time.

Parts of this site are used by pupils. We design those pages in line with the ICO Children's Code: privacy settings are high by default, we do not profile children, we do not use nudge techniques, and we explain what we collect in language pupils can understand.

Our site links to other websites, including the Department for Education, Kent County Council and our suppliers. We are not responsible for their content or their privacy practices; please read their notices before providing information to them.

Your Rights

You have the right to: be informed about how we use your data; ask for a copy of it (a subject access request); have inaccurate data corrected; ask for erasure where we no longer need it; ask us to restrict processing while a dispute is resolved; object to processing based on public task or legitimate interests; and, where processing is based on consent or contract and is automated, receive your data in a portable format. Where we rely on consent, you may withdraw it at any time without giving a reason and without penalty.

To exercise any right, contact the Data Protection Officer, Satswana Ltd (outsourced Data Protection Officer), at dpo@satswana.com or write to 39 The Street, Mereworth, Kent, ME18 5ND. We will respond within one calendar month. There is no charge.

If you are unhappy with how we have handled your information you may complain to us, and you may complain to the Information Commissioner's Office at ico.org.uk/make-a-complaint, 0303 123 1113, or Wycliffe House, Water Lane, Wilmslow SK9 5AF.

Document Control

Document owner	Data Protection Officer — Satswana Ltd (outsourced Data Protection Officer)	Version	1.0
Data Protection Officer	Satswana Ltd (outsourced Data Protection Officer) — dpo@satswana.com	Approved by	Governing Body of Mereworth Community Primary School
Senior Information Risk Owner	Miss A. Lavelle	Date of approval	14 September 2026
ICO registration	Z6064564	Review cycle	Annual — next review 14 September 2027