The New Walk School *Bespoke support. Brighter futures.*

Privacy Notice (Pupils, Parents and Carers)

The New Walk School policy framework

Policy	Privacy Notice (Pupils, Parents and Carers)	**Version**	V1
Issue date	08 May 2026	**Next review**	08 May 2027
Policy owner	Headteacher	**Approved by**	Directors of The New Walk School Ltd

1. About The New Walk School

The New Walk School is an independent specialist day school for pupils aged 7 to 19 who have Social, Emotional and Mental Health (SEMH) needs, autism spectrum conditions, learning difficulties and communication difficulties. The school is located on New Walk in Leicester — a setting with a long-standing association with academic life — and is operated by The New Walk School Ltd, a Company Limited by Guarantee.

The majority of our pupils hold an Education, Health and Care Plan (EHCP) and many have experienced previous educational placements that did not meet their needs. Our offer combines a broad academic curriculum with an in-built therapeutic provision rooted in the PACE model — Playfulness, Acceptance, Curiosity and Empathy — developed by Dr Dan Hughes. PACE is a relational approach designed to build trust, regulate distress and create the safety from which learning can take place. It informs how every adult in the school speaks to, listens to and works with our pupils.

3. Who we are

The New Walk School Ltd is the data controller for the personal information described in this notice. We are registered with the Information Commissioner's Office. Our Data Protection Officer can be contacted via the school office on New Walk, Leicester.

4. What information we hold

We hold the following categories of information about pupils and their families:

- Personal identifiers (name, address, date of birth, contact details).
- Characteristics (ethnicity, language, free school meal eligibility, SEND status).
- Education, Health and Care Plans and supporting professional reports.
- Attendance records.
- Attainment, assessment and progress data.
- Behaviour and safeguarding records.

- Medical information and Individual Healthcare Plans.
- Photographs and recordings, with consent.
- Family contact details and emergency contacts.

5. Why we hold it

We hold this information to: provide education and care; meet our statutory and contractual obligations; safeguard pupils; communicate with families; meet our duties to placing local authorities; and to support pupils' transitions and onward destinations. The lawful bases are set out in the Data Protection Policy.

6. Who we share it with

- Placing local authorities.
- The Department for Education and statutory returns.
- Next schools, colleges and training providers when a pupil leaves.
- NHS partners providing healthcare.
- Safeguarding partners (Children's Social Care, Police) where required.
- Professional services (e.g. our DPO, auditors, IT providers) under contract with appropriate data-protection terms.

7. How long we keep it

We keep information only as long as we need it. Pupil records are retained in line with the IRMS Toolkit for Schools and statutory requirements; safeguarding records are retained in line with KCSIE. Detailed retention periods are in our Records Management Policy.

8. Your rights

You have rights to access, correct, erase (in defined circumstances), restrict, object to and port your data, and to make a complaint to the Information Commissioner's Office. To exercise these rights, contact the Data Protection Officer via the school office. The ICO can be reached at ico.org.uk.

Monitoring and review

This policy is reviewed annually by the Headteacher in consultation with the senior leadership team and the Directors of The New Walk School Ltd. It will be reviewed earlier where there is a material change in legislation, statutory guidance or the operational needs of the school. The most recent version is held on the school's policy register and is made available to parents, carers and staff on request.

Linked policies and documents

This policy should be read alongside the school's wider policy suite, including: Safeguarding and Child Protection; SEND; Behaviour and Relationships; Anti-Bullying; Equality, Diversity and Inclusion; Health and Safety; Curriculum; and Complaints.