



Vita et Pax
PREPARATORY SCHOOL

Vita et Pax Preparatory School
Established 1936

Privacy Notice and Data Protection

Policy Originator	School Office / Head Teacher
Approved by	Governing Body
Date Approved	1 March 2026
Status	Statutory
Review Period	Annually (next: March 2027)

1. Purpose

This notice explains how Vita et Pax collects, uses, stores and shares personal information about pupils and families to support education, safeguarding and school operations.

2. Information We Use

- Identity and contact details.
- Attendance, assessment and progress information.
- Pastoral, SEND, exclusion and welfare-related information.
- Relevant medical and emergency information.

3. Why We Use Information

- Support learning and monitor progress.
- Provide pastoral care and safeguarding support.
- Assess and improve school services.
- Meet statutory reporting obligations.

4. Sharing Information

Information is shared only where lawful and necessary, including with local authorities, inspectorates and the Department for Education. Any third-party data sharing is subject to legal basis, proportionality and secure handling requirements.

5. Data Protection Rights

The school handles data in line with UK GDPR and the Data Protection Act 2018. Parents may request access to personal data, seek correction of inaccurate information and raise concerns with the school office.

6. Contact

For data protection queries, contact the school office on 020 8449 8336 or mail2parents@vitaetpax.co.uk.

Approved by: Governing Body of Vita et Pax Preparatory School

Date: 1 March 2026