



*The Willow*  
LEARNING TRUST

## **Abbey Primary School**

### **PRIVACY NOTICE FOR PARENTS/CARERS**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, Abbey Primary School (APS) and The Willow Learning Trust (WLT)\*, are the 'Data Controller' for the purposes of data protection law. Our Data Protection Officer is Dr Kerry Guest (see 'Contact us' below).

*\*NB: Abbey Primary School is in the process of joining the Willow Learning Trust and therefore this Privacy Notice is for both APS and WLT.*

#### **The categories of personal data we collect, hold and share include**

- Personal Information such as name, contact details, date of birth and unique pupil number
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Details of any relevant medical information, including physical and mental health
- Relevant dietary information
- Attendance information
- Exclusion/behavioural information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Results of internal assessments and externally set tests such as KS2 SATs
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

#### **Why we use this data**

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Support safeguarding and child protection
- Provide appropriate pastoral care

- Protect pupil welfare
- Assess the quality of our services
- Comply with the law regarding data sharing including statutory returns
- Carry out research
- Apply for funding

### **Our legal basis for using this data**

We only collect and use pupils' personal data when the law allows us to including under the Education Act 1966. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **How we store this data**

We keep personal information about pupils while they are attending our school, after which information is passed to their next school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations or we have obtained consent. Information may also be retained longer if there are any safeguarding issues involved. The school follows the [Information and Records Management Society's toolkit for schools](#) retention guidance.

### **Why we share this data**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority and with the Department for Education under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **Who we share data with**

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as*

### *safeguarding concerns and exclusions*

- *The Department for Education/ Education & Skills Funding Agency – to meet our legal obligations. This data sharing underpins school funding and educational attainment policy and monitoring*
- *The pupil's family and representatives – to meet our legal obligations to ensure the safety, educational and emotional development and wellbeing of the pupil*
- *Educators and examining bodies – to meet our legal obligations in ensuring that attainment levels are reached and monitored and pupil learning is adequately assessed*
- *Our regulator: Ofsted – to meet our legal obligations in ensuring that we provide our children with a good education in a safe and secure environment*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations – to enable us to provide a payment collection service e.g. for school meals*
- *Central and local government – to comply with statutory requirements of a maintained school*
- *Our auditors – to meet our legal obligations to ensure that our financial affairs are in order*
- *Survey and research organisations – to gather information to assist us in assessing the quality of our services and improving our school provision e.g. pupil, parent and staff surveys*
- *Health authorities – to meet our legal obligations in ensuring the health and wellbeing of the pupils in our care*
- *Security organisations – to ensure the safety and security of our school community*
- *Health and social welfare organisations – to meet our legal obligations in ensuring the health and wellbeing of the pupils in our care*
- *Professional advisers and consultants – to ensure our pupils receive a good general education in line with educational developments*
- *Charities and voluntary organisations – to develop our community involvement*
- *Police forces, courts, tribunals – to meet our legal obligations*
- *Professional bodies – to develop our whole school community*

### **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy or a summary of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, blocked, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the Data Protection

Regulations To exercise any of these rights, please contact our data protection officer.

## Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection officer.

Alternatively, you can contact the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

FAO Data Protection Officer,  
Office J07  
Glenthorne High School  
Sutton Common Road  
Sutton, Surrey  
SM3 9PS  
Email: KGU@glenthorne.sutton.sch.uk

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.*

*Last updated: May 2018*