



## Privacy Notice for Parents/Carers and Pupils

This privacy notice explains how and why the School collects and uses personal information about pupils, parents, carers and in some cases, other family members (e.g. siblings or grandparents). It also sets out your rights under data protection law.

The School is the Data Controller which means it is responsible for deciding how your personal data is used.

The School's Data Protection Officer (DPO) oversees and monitors our data protection compliance. You can contact the DPO via email [info@dpenterprise.co.uk](mailto:info@dpenterprise.co.uk)

This notice complies with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and takes account of provisions in the Data Use and Access Act 2025 which is not yet in force but expected to impact how data is accessed and shared.

### What Personal Data we hold

We may collect, use, store and share the following types of personal information (this list is not exhaustive):-

- ◊ Name, address, email address and contact details
- ◊ Characteristics (ethnicity, language, nationality, religion, court orders, country of birth, identification documents, pupil premium and free school meal eligibility)
- ◊ Attendance records (e.g. sessions attended, number of absences and absence reasons)
- ◊ Assessment and academic performance data
- ◊ Relevant medical information (e.g. health conditions, medication, allergies, GP details)
- ◊ Special educational needs (SEN) data including EHCP's and support plans
- ◊ Safeguarding information (e.g. court orders, referrals, involvement with professionals)
- ◊ Behavioural and exclusion data
- ◊ Photographs (for internal safeguarding and security purposes, school newsletters, social media (including the School website, Facebook page and X) and for promotional purposes
- ◊ CCTV images captured in school
- ◊ Biometric Data (e.g. for cashless catering)
- ◊ Family circumstances and relationships
- ◊ Bank/Payment details

We may also receive and hold information from other organisations, including previous schools, local authorities, social services and the Department for Education.

## Special Category Data

Some types of personal information are classified as “special category” and need extra protection. This includes:

- ◊ Racial or ethnic origin
- ◊ Religious or philosophical beliefs
- ◊ Health information (physical or mental)
- ◊ Sexual orientation or sex life
- ◊ Genetic or biometric data
- ◊ Political opinions or trade union membership
- ◊ We will only use this type of data when:
  - ◊ We have your explicit consent
  - ◊ It is necessary to protect someone’s vital interests
  - ◊ It is required for reasons of substantial public interest, as set out in data protection law

For more information, please see our Data Protection Policy.

## Why we collect and use Personal Data

We use pupil and family data to:

- ◊ support pupil learning and monitor progress
- ◊ provide appropriate pastoral and medical support
- ◊ safeguard pupils
- ◊ conduct research, planning and analysis (anonymised where possible)
- ◊ inform you about events and services
- ◊ meet our legal and statutory duties
- ◊ process payments for school meals, clubs or trips
- ◊ manage school operations, including administration and financial matter
- ◊ assess the quality of our services

We do not use your data for automated decision-making or profiling. If this changes, we will update this privacy notice and inform you.

## Use of Artificial Intelligence (AI)

The School may use AI tools to support teaching, learning, assessment, and administration. Where we use AI, we do so under the control of staff, and outputs are checked for accuracy and appropriateness.

Any personal data processed by AI will only be used where it is necessary and lawful to do so, and safeguards will be in place to protect your information, including minimising the data used and ensuring secure storage and transfer.

The School does not make decisions about pupils or parents solely by automated means, and AI will not be used to replace professional judgement. If AI is used in a way that significantly affects you, you will be informed and given the opportunity to request human review.

## Lawful Basis for Processing

We process personal data under the following lawful bases:

- ◊ **Public task** – to perform our official functions as a school
- ◊ **Legal obligation** – to comply with the law (e.g. Education Acts, Children Acts)

We may also process data where:

- ◊ We have your **consent**
- ◊ It is necessary to **protect vital interests**
- ◊ It is required under a **contract**
- ◊ It is required for **legal proceedings**
- ◊ It is needed for **archiving, research or statistics**, in the public interest

Where we rely on consent, you can withdraw it at any time by contacting the DPO.

## Who we share information with

The School is required to share your personal information with:

- ◊ the schools that the pupil's attend after leaving us
- ◊ the local authority including commissioned providers of local authority services
- ◊ the Department for Education (DfE)
- ◊ the National Health Service (NHS) and School Nurse
- ◊ Ofsted
- ◊ Educators and examining bodies
- ◊ Suppliers and service providers (e.g. catering, IT platforms, HR)
- ◊ Financial organisations
- ◊ Central and local government
- ◊ The School auditors
- ◊ Survey and research organisations
- ◊ Health and social welfare organisations
- ◊ Professional advisers and consultants
- ◊ Charities and voluntary organisations
- ◊ Police forces, courts, tribunals
- ◊ Professional bodies

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

Where data is transferred outside the UK or European Economic Area (EEA), we ensure appropriate safeguards are in place, such as adequacy decisions or standard contractual clauses.

## How long is your data stored for?

The School retains personal data in line with our Data Retention and Deletion Policy, which is based on guidance from the Information and Records Management Society (IRMS) and relevant legislation. You can request a copy of this policy from the School office.

## Your Rights

Under data protection law, you have the following rights:

- ◊ To access your personal data (known as a Subject Access Request)
- ◊ To correct inaccurate or incomplete data
- ◊ To request erasure ('right to be forgotten') in certain circumstances
- ◊ To restrict or object to processing in certain circumstances
- ◊ To withdraw your consent (where applicable)
- ◊ To object to decisions made by automated means (we do not use automated decision-making)
- ◊ To be informed about how your data is used
- ◊ To complain to the Information Commissioner

If you make a subject access request, and we hold information about you we will:

- ◊ Describe the data we hold
- ◊ Explain why we process it and how long we keep it
- ◊ Tell you where we got it from
- ◊ Tell you who it's shared with
- ◊ Explain any automated decision-making (not applicable here)
- ◊ Provide a copy in an accessible format (unless exemptions apply)

To make a request for your personal information, please contact the School data protection officer clearly stating:

- ◊ Your name and contact details
- ◊ The Information you want
- ◊ Any details or relevant dates that will help the School process your request.

Article 22 of the UK GDPR has additional rules to protect individuals from decisions made solely for the purpose of automated decision-making and profiling. The School does not carry out any automated decision-making and/or profiling on the workforce.

## How the School use cookies

Cookies are small files placed on your device that help improve website functionality and user experience. We use cookies to:

- ◊ Analyse website traffic
- ◊ Improve site navigation and usability

You can set your browser to refuse cookies or alert you when cookies are being sent. For more information, visit:

- ◊ <http://www.aboutcookies.org>
- ◊ <http://www.allaboutcookies.org>

## Contact

If you have any queries or would like to discuss anything about how your personal information is handled, please contact our Data Protection Officer: [info@dpenterprise.co.uk](mailto:info@dpenterprise.co.uk)

## Complaints

If you have concerns about how we collect or use your personal information, please contact our Data Protection Officer.

You also have the right to make a complaint to the Information Commissioner. This includes concerns about your rights under the Data Use and Access Act 2025.

Alternatively, you can make a complaint to the Information Commissioner:



Report a [concern online](#)



[caserwork@ico.org.uk](mailto:caserwork@ico.org.uk)



0303 123 1113



Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire,  
SK9 5AF

*We may need to update this privacy notice from time to time so we recommend that you revisit this information. We may also notify you in other ways from time to time about the processing of your personal information. This version was last updated in September 2025.*