



**Pupil and Parent Privacy Notice**



**Avonwood Primary School**  
The best in everyone™  
Part of United Learning

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## Pupil and Parent Privacy Notice for Avonwood Primary School, a United Learning Trust Academy

This notice is intended to provide information about how the Academy will use or “process” personal data about individuals including current, past and prospective pupils and their parents, carers or guardians (referred to in this notice as “parents”).

### Responsibility for Data Protection

The data controller for personal information held by Avonwood Primary School is United Learning Trust (ULT). ULT is registered with the Information Commissioner’s Office (ICO). The registration number is Z7415170.

The Company Secretary, Alison Hussain, is responsible for ensuring that ULT complies with the Data Protection Law. He can be contacted on [company.secretary@unitedlearning.org.uk](mailto:company.secretary@unitedlearning.org.uk) or 01832 864538.

Joe Jackson-Taylor is responsible for ensuring that the Academy complies with ULT’s policies and procedures in relation to Data Protection. He can be contacted at [joe.jackson@unitedlearning.org.uk](mailto:joe.jackson@unitedlearning.org.uk).

### Why we collect and use Personal Data about pupils and parents

Avonwood Primary School and United Learning Trust collect, create and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We also collect and hold personal information about our pupil’s parents and carers. We use this personal data to:

- Provide education services (including SEN), career services and extra-curricular activities to pupils; monitor pupils’ progress and educational needs;
- To safeguard pupils’ welfare and provide appropriate pastoral (and where necessary, medical) care.
- To enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils at the school.
- To maintain relationships with alumni and the school community.
- For the purposes of management planning and forecasting, research and statistical analysis and to enable ULT to monitor the Academy’s performance.
- To monitor use of the Academy’s IT systems in accordance with the school’s Acceptable Use Policy.
- To receive information about current and prospective pupils from any educational institution that they attended.
- To confirm the identity of prospective pupils and their parents.
- To make use of images of pupils in print and digital communications, and for promotion and marketing, in accordance with the school’s policy on taking, storing and using images of children.
- To create invoices and process payments for services such as school meals, school trips etc.
- For security purposes, and for regulatory and legal purposes (for example child protection and health and safety) and to comply with its legal obligations.
- To receive from and provide reports to any organisation that may be working with your child.
- Where otherwise reasonably necessary for the school’s purposes, including to obtain appropriate professional advice and insurance for the Academy.

- To keep you updated about the activities of the Academy including by sending updates and newsletters by email and post.
- To organise trips and visits both in the UK and abroad.
- To enable parents and pupils to take part in surveys concerning the school.
- To support with the immunisation program.

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## The Categories of Personal Data held about Pupils

The types of personal data processed by the Academy include:

1. Names, addresses, telephone numbers, email addresses and other contact details.
2. Academic records and national curriculum assessment results, including examination scripts and marks.
3. Personal characteristics such as your ethnic group, religious beliefs, any special educational needs you may have and any relevant medical information.
4. Attendance information, behavioural records, any exclusion information.
5. Information on the eligibility, and changes in eligibility, for free school meals.
6. Care status.
7. Eligibility for 30 hours free childcare (nursery pupils only).
8. Information provided by previous educational establishments and or other professionals or organisations working with pupils.
9. Where pupils go after they leave the Academy.
10. Images captured by the Academy's CCTV system in accordance with the CCTV policy.
11. Still and moving images in accordance with the Academy's image use policy.

## The Legal Basis for the Processing of Pupil and Parent Data

The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and where necessary to comply with our legal obligations.

Information relating to racial or ethnic origin, religious beliefs or health (point 3) will only be processed with the explicit consent of the pupil or the pupil's parents or when it is necessary for carrying out our legislative obligations. Further information regarding the purposes for which these data would be processed will be provided with the data collection form.

## Data Retention Periods

The pupil's educational record will move with the pupil to their next school. Where the School is the last school that the pupil attends the records will be kept until the pupil is 25 years old.

Admissions information will be retained for one year post successful admission or closure of appeal.

Information relating to financial transactions will be kept for 7 years. For further information on how long we keep personal data for please refer to our records retention schedule, please contact the school office or the school's Data Protection Lead, Joe Jackson-Taylor.

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## Data Security

ULT has in place technical and organisational measures that ensure a level of security appropriate to the sensitive nature of the personal data that we process. For further information regarding how we keep personal data secure please refer to our security of personal data policy.

## Data Processors

We use third party data processors to provide us with a management information system, accounts software, cloud storage services, apps and software for use in the classroom and to facilitate the secure transfer of data between the school and central office. This use of data processors will only take place if is in compliance with the Data Protection Act 1998 and the General Data Protection Regulation 2018.

Decisions on whether we contract with these third party processors are subject to a robust approval process and are based on a detailed assessment of the purpose for which the data processing is required, the level and sensitivity of data involved and the arrangements in place to store and handle the data. To be granted access to pupil level data, data processors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

We currently use the following data processors:

- A2E / Sonar
- AccessIt
- Arbor
- Awaken Learning
- BCP Council
- Daniel Speller Portraits
- DfE Secure Access
- Doodle Maths
- Edurio
- Entry Sign
- Evidence Me
- Evolve
- Facebook
- Fischer Family Trust
- Focal Point
- ImpactEd
- Instagram
- IRIS Connect
- iTrent
- Learning with Parents
- MyConcern
- NELI
- No More Marking

- Office 365
- ParentPay
- Provision Mapper
- Rising Stars (Hodder)
- Salamander
- School Cloud
- Smartgrade
- STEER
- Times Tables Rockstars
- Trilby
- Wonde
- YouTube

### Sharing Data with Third Parties (other data controllers)

- OFSTED
- The Department for Education, including the Education & Skills Funding Agency (ESFA)
- The School's Parents' Association (PTA)
- The Local Authority (BCP)
- NHS PCT

### School Inspections

On request we will share academic records with inspectors from Ofsted.

### Department for Education & Local Authority

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by internal agencies (the ESFA) and the Local Authority. The ESFA use this information to determine the school's funding.

For more information about how your information is processed, and to access your Personal Learning Record, please refer to: [www.gov.uk/government/publications/lrs-privacy-notice](http://www.gov.uk/government/publications/lrs-privacy-notice).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with UK GDPR and the Data Protection Act 2018 (and any subsequent legislation related to data protection in applicable jurisdictions).

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: [www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract](http://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract)

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: [www.gov.uk/government/publications/national-pupil-database-requests-received](http://www.gov.uk/government/publications/national-pupil-database-requests-received)

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at: [www.bcpccouncil.gov.uk](http://www.bcpccouncil.gov.uk) or
- the DfE website at: [www.gov.uk/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/data-protection-how-we-collect-and-share-research-data)

We will not give information about our pupils to any other third parties without your consent unless the law and our policies allow us to do so.

#### NHS PCT

We may receive and pass data to the NHS PCT in respect of immunisations which take place in the school. We may also receive and pass data to the NHS PCT concerning any pupil with medical needs or an EHCP. Pupils may speak confidentially about various matters to the on-site NHS PCT nurse, but no information is passed to the nurse or the NHS PCT by the school in these instances. The NHS PCT may be involved in multi-agency discussions about safeguarding.

We will share pupil names and parent contact details with the NHS Trust School Immunisation service where requested.

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## Rights of the Data Subject

Data protection legislation gives individuals certain rights which are detailed below. If you wish to exercise these rights please contact the school's Data Protection Lead, Joe Jackson-Taylor.

#### Right of access to personal data: "Subject Access Request" (SAR)

You have the right to access the personal data that the school holds about you. Requests need to be made in writing. Parents also have the right to request the personal data held about their children. If your child is over the age of 12 they will also need to sign the request. We take the security of personal data seriously so we may ask you for proof of identity to verify that you are entitled to the information requested.

#### Right to Withdraw Consent

Where we have obtained your consent to specific processing activities you may withdraw this consent at any time.

#### Right to Rectification

You have the right to have the personal data that we hold about you rectified if it is inaccurate or incomplete. We will respond to such requests within one month.

#### Right to Erasure

You have the right to have personal data erased in certain specific circumstances. If you make such a request we will consider whether the right to erasure applies and give you a full and reasoned response.

#### Right to Restrict Processing

In certain circumstances you have the right to request that we restrict the processing of your personal data. If you make such a request we will consider whether the right to restrict processing applies and give you a full and reasoned response.

#### Further Information

For further information regarding your rights please refer to our rights of the data subject policy.

If you disagree with a decision that we have taken regarding the processing of your personal data please contact ULT's Company Secretary, Alison Hussain:

01832 864538 or [company.secretary@unitedlearning.org.uk](mailto:company.secretary@unitedlearning.org.uk) .

You also have the right to lodge a complaint with the information Commissioners Office on 0303 123 1113 or <https://ico.org.uk/for-the-public/>