



Privacy Notice for Parents and Pupils – How we use your information

2025/26

Who are we?

Shottery St Andrew's CofE Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Shottery St Andrew's CofE Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z5502975

You can contact the school as the Data Controller in writing at:

Shottery St Andrew's CofE Primary School

3 Hathaway Lane

Shottery

Stratford upon Avon

Warwickshire

CV37 9BL

admin3057@welearn365.com

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about pupils and parents?

The pupil and parent information that we collect, hold and share includes:

- Personal information including a pupil's name, date of birth, unique pupil number, home address
- Attendance information such as sessions attended, number of absences and absence reasons.
- Educational information including records of work, assessment results (SAT's, Phonics Check, MTC Check), relevant medical information, details of pupils' special educational needs, exclusions/behavioural information, post-16 learning information.
- Contact information for parents, carers and other relatives, including telephone numbers, home addresses and e-mail addresses.
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.
- Details of any support received, including care packages, plans, and support providers.

We may also collect, use, store and share (when appropriate) information about your child that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any medical conditions we need to be aware of, including physical and mental health
- Photographs and CCTV images captured in school
- Characteristics, such as ethnic background or special educational needs

Why do we use personal information?

We use pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- To protect pupil welfare
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils

- to share medical information with health professionals
- Administer admissions waiting lists
- Carry out research

Use of yours or your child's personal data for marketing purposes

Where you have given us consent to do so, we may send you or your child marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to them.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by contacting us (see 'Contact us' below).

Use of your child's personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Most of the data we collect in relation to parents and pupils will come direct from the parent or pupil. However, we may also hold data relating to you and/or your child that has come from:

- Local authorities
- Government departments or agencies
- Police force, courts, tribunals
- External support services

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

1) To comply with the law

We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the Academy Trust by law. We therefore are required to process personal information for such purposes even if you have not consented to us doing so. Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the School in writing.

2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

4) To perform a public task

It is a day-to-day function of the school to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that pupils are properly educated and supported

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Processing relates to personal data which is manifestly made public by the data subject
- 3) Necessary for establishing, exercising or defending legal claims
- 4) Necessary for reasons of substantial public interest
- 5) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 6) Necessary for archiving, historical research or statistical purposes in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law.

Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

Who might we share your information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- School nurse/ Connect for Health
- NHS

- Public Health and other public health agencies
- Information Management software: SIMS, Wonde
- Education/classroom apps: Times Tables Rockstars, Numbots
- Conferencing software for homework and home learning: Google Classroom, Dojo
- HR and Payroll

We do not share information about our pupils or parents unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

Data collection requirements:

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/datacollection-and-censuses-for-schools>

What do we do with your information?

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The School monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

We have security measures in place to prevent yours and your child's information from being accidentally lost, used, or accessed in an authorised way, altered, or disclosed.

How long do we keep your information for?

In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

Transferring data internationally

Where we transfer personal data to a country outside of the UK, we will do so with the appropriate safeguards in place in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to have access to your child's educational record, contact the school data protection contact or the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which school your request relates to.**

In certain circumstances where the school processes data for the purposes of legitimate interests or to fulfil their public task, individuals have a right to object to the processing where it is likely to cause, or is causing, harm or distress. When exercising this right, individuals should contact the school to inform them of their reasons for their objection. The school will consider the reasons for any objection and assess the risk to the individual against the purposes for the processing. In the event the school is unable to comply with an objection, we will ensure we can demonstrate compelling legitimate grounds to continue with the processing.

Where the school processes your information with your consent, you have the right to withdraw your consent at any time. To exercise this right, please contact the school at admin3057@welearn365.com

You also have the right to:

- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
 - claim compensation for damages caused by a breach of the Data Protection regulations;
- and
- Subject to the complaints procedure below, you have the right to complain to the ICO

Data Protection Complaints

We are committed to handling your personal data in a way that is fair, transparent, and in accordance with the law. If you are unhappy with how we have handled your data, this process outlines how you can make a complaint.

How to Make a Complaint

If you have a concern about how your personal data has been handled, please contact our Data Protection Lead (DPL) or our Data Protection Officer (DPO). This gives us the opportunity to investigate and resolve the matter as quickly as possible.

There is no set format for making a data protection complaint. However, submitting your complaint in writing may help us to respond more promptly. Please direct your complaint to:

- School Data Protection Lead (DPL) email: admin3057@welearn365.com
- School Data Protection Officer (DPO): schooldpo@warwickshire.gov.uk

What to Expect from Us

We will acknowledge receipt of your complaint within 30 days. We will, without undue delay, take appropriate steps to respond to your complaint, including making appropriate enquires.

Throughout the process, we will:

- Keep you informed of our progress.
- Request any additional information we may need from you in a timely and proportionate manner.
- Provide you with a clear and comprehensive outcome of our investigation.



If You Remain Unhappy

If you are not satisfied with the outcome of your complaint, or if you feel we have not handled it appropriately, you have the right to complain to the Information Commissioner's Office (ICO). The ICO is the UK's independent regulator for data protection and information rights.

For more information about the ICO and their complaints process, you can visit their website at ico.org.uk

Review

The content of this Privacy Notice will be reviewed annually.

Date reviewed: May 2026

Date of next review: May 2028

Table 1:

Table 1 - Personal information we are required to process to comply with the law				
Information Type	Relevant legislation	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Name	Education Regulations 2006	-	DfE, STA, Local Authority, MASH, ACE, Child's New School	Legal Obligation
Pupil Date of Birth	Education Regulations 2006	-	DfE, STA, Local Authority, MASH, ACE, Child's New School	Legal Obligation
Pupil Gender	Education Regulations 2006	-	DfE, STA, Local Authority, MASH, ACE, Child's New School	Legal Obligation
Pupil Address(es)	Education Regulations 2006	-	DfE, STA, Local Authority, MASH, ACE, Child's New School	Legal Obligation
Mother/Father Priority Contact Name, Telephone Numbers and Email Addresses	Education Regulations 2006	-	MASH, ACE, Child's New School	Legal Obligation
Family Links (Siblings)	Children Act 2004	-	MASH, ACE	Legal Obligation
Pupil Special Educational Needs and Disability Records	Education Regulations 2013	-	DfE, STA, Local Authority, MASH, Child's New School	Legal Obligation
Free School Meal Eligibility	Education Regulations 2013	-	DfE, STA, Local Authority, Child's New School	Legal Obligation
Unique Pupil Number	Education Regulations 2013	-	DfE, Local Authority, ACE, Child's New School	Legal Obligation

Pupil Year Group	Education Regulations 2013	-	DfE, Local Authority, MASH, ACE, Child's New School	Legal Obligation
Admission Date	Education Regulations 2006	-	Local Authority	Legal Obligation
Pupil First Language (EAL)	Education Regulations 2013	-	DfE, Local Authority, MASH, ACE	Legal Obligation
Previous School Settings Records	Education Regulations 2006	-	DfE, Local Authority, Child's New School	Legal Obligation

Table 1 - Personal information we are required to process to comply with the law

Information Type	Relevant legislation	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Attendance	Education Regulations 2006	-	DfE, Local Authority, MASH, ACE, Child's New School, SIMS CAPITA	Legal Obligation -
Pupil Ethnicity	Education Regulations 2013	Racial or ethnic origin Data Subject has been give explicit consent	DfE, Local Authority, MASH, ACE, SIMS CAPITA	Data subject has given explicit consent
Country of Birth	Education Regulations 2013	-	DfE, Local Authority, ACE, Child's New School, SIMS CAPITA	Legal Obligation
Exclusions	Education Act 2002	-	SIMS CAPITA Local Authority, Child's New School.	Legal Obligation
Safeguarding Information and Records	Children Act 2004	-	DfE, MASH, Child's New School SIMS CAPITA	Legal Obligation
Pupil Curriculum Assessment Information	Education Regulations 2006	-	DfE, STA, Local Authority, Child's New School SIMS CAPITA	Legal Obligation
Child Looked After Status	Education Regulations 2013	-	DfE, Local Authority, MASH, Child's New School SIMS CAPITA	Legal Obligation



Service Children Status	Education Regulations 2013	-	DfE, Local Authority, Child's New School SIMS CAPITA	Legal Obligation
Court Order	Children Act 2004	-	MASH, Child's New School, SIMS CAPITA	Legal Obligation

Table 2:

Table 2 - Personal information we are required to process as it is necessary to protect someone's vital interests			
Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Dietary needs	Health information	Cupcakes Catering, Supply teachers, FSSA, Emergency Services	Necessary for preventive or occupational medicine
Pupil Medical needs	Health information	Supply teachers, FSSA, Emergency Services Fitt4Kids, Cupcakes Catering	Necessary for preventive or occupational medicine
CCTV Images	Necessary for safeguarding the property, staff and pupils.	Police	Vital Interest

Table 3 - Personal information we are required to process with the consent of the individual to whom that information 'belongs'			
Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Photographs and Videos	-	Groupcall, School Website, School Facebook page	Consent
Use of the Internet	-	-	-
Religion	Religious or philosophical beliefs	MASH, ACE	Data Subject has given explicit consent
Early Support Records	-	MASH, Child's New School, ACE	-

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Name	-	Cupcakes Catering, Groupcall, Parentmail PMX, Welearn (ICTDS), Number Sense Maths, FFT Education, Cool Milk, EMTAS, Supply Teachers, Fitt4Kids Coaching, External After School Club Providers, FSSA, Compass, Peripatetic Providers, Class DOJO, CPOMS	Public Task
Pupil Date of Birth	-	AFA, Groupcall, Parentmail PMX, Welearn (ICTDS), Number Sense Maths FFT Education, Cool Milk, EMTAS, Compass, Educational psychology, CAMHS, Speech and Language, CPOMS	Public Task

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Gender	-	Number Sense Maths, Groupcall, Parentmail PMX, , FFT Education, EMTAS, Compass, Educational psychology, CAMHS, Speech and Language, CPOMS	Public Task
Mother/Father Priority Contact Name, Telephone Numbers and Email Addresses	-	Groupcall, , Parentmail PMX, Cool Milk, EMTAS, Compass, Educational psychology, CAMHS, Speech and Language	Public Task -



Family Links (Siblings)	-	Groupcall, Parents' Parentmail PMX, CPOMS	Public Task
Emergency Contact Name, Telephone Numbers and Email Addresses	-	CPOMS	Public Task -
Pupil Year Group	-	Cupcakes Catering, Number Sense Maths, Groupcall, Parentmail PMX, Welearn (ICTDS), MyMaths, FFT Education, , Cool Milk, EMTAS, Supply Teachers, Fitt4kidsCoaching, , External After School Club Providers, FSSA, Compass, Educational psychology, CAMHS, Speech and Language, CPOMS	Public Task

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Class (and previous classes)	-	Fitt4Kids, Number Sense Maths, Groupcall, Parentmail PMX, Welearn (ICTDS), MyMaths, FFT Education, , Cool Milk, EMTAS, Supply Teachers, OFitt4Kids Coaching, , External After School Club Providers, FSSA, Compass, Educational psychology, CAMHS, Speech and Language, CPOMS	Public Task

Teacher (and previous teachers)	-	Number Sense Maths,, Groupcall, Parentmail PMX, , FFT Education, , EMTAS, Supply Teachers, Fitt4Kids Coaching, , External After School Club Providers, FSSA, Compass, Educational psychology, CAMHS, Speech and Language. CPOMS	Public Task -
Special Educational Needs and Disability	-	Number Sense Maths, Supply Teachers, Fitt4Kids Coaching, External After School Club Providers, Educational psychology, CAMHS, Speech and Language,	- Public Task
Free School Meals/ Pupil Premium Eligibility	-	Cupcakes catering, Number Sense Maths, Parentmail PMX, , Cool Milk, EMTAS, Supply Teachers, Educational Psychology, CAMHS, Speech and Language	Public Task
Unique Pupil Number	-	Groupcall, AFA, Educational psychology, CAMHS, Speech and Language	- Public Task
Admission Date	-		- Public Task

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Attendance	-	Groupcall, Parentmail PMX, EMTAS, Supply Teachers Fitt4Kids Coaching, , External After School Club Providers, MASH, Virtual School, Educational psychology, CAMHS, Speech and Language	Public Task
Dietary Needs	Health information	Cupcakes Catering, Parentmail PMX, Compass, FSSA, Residential Providers	Necessary for preventive or occupational medicine

Medical Needs	Health information	Supply Teachers, Fitt4Kids Coaching, , External After School Club Providers, FSSA, Compass, Educational psychology, CAMHS, Speech and Language, Residential Providers	Necessary for preventive or occupational medicine
Medical Practice	-	Residential Providers	-
Ethnicity	Racial or ethnic origin		Data Subject has given explicit consent
Pupil First Language (EAL)	-	Number Sense Maths, Supply Teachers, Fitt4Kids Coaching, External After School Club Providers, Educational Psychology, CAMHS, Speech and Language	Public Task -
School Meals Choice	-	Cupcakes catering, Parentmail PMX	- Public Task
Modes of Travel to School	-	-	Public Task -
Pupil Awards	-	-	Public Task -
Pupil Curriculum Assessment Information	-	Supply Teachers, Educational psychology, CAMHS, Speech and Language	Public Task -
Child Looked After Status	-	Educational psychology, CAMHS, Speech and Language	Public Task -
Service Children Status	-	-	Public Task -
CCTV			Legitimate Interests