



Privacy Notice  
Primary Academy Pupils & Parents  
Summary

## Privacy Notice (How We Use Pupil Information)

This abridged Privacy Notice explains how and why we store personal information about pupils and parents/carers. It provides a guide to parents/carers about our legal obligations and their own rights. Like any organisation which handles personal data, our school is defined as a 'Data Controller' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the Data Protection Act and UK General Data Protection Regulation. For the full Privacy Notice, please contact the school/trust directly.

### The Categories of Pupil Information That We Process Include:

For all pupils	Personal Information	Name, Date of Birth, Gender, Year Group, Class, Address, Contacts Dietary needs, dietary preferences Medical practice address and telephone number Medical conditions
	Characteristics	Ethnicity, language, nationality, country of birth
	Attendance Information	Sessions attended, number of absences, reasons for absence
	Academic attainment and progress records	Teacher Assessment grades Statutory assessment results Standardised score results Learning journey evidence (photographs and annotations) Other photographic evidence of learning Reports to parents (mid-year and end of year)
	Other	Pupil Surveys Incidental evidence of pupils' successes (certificates, photographs, named trophies, celebration events)
For some pupils (only if applicable)	Other	Free School Meals eligibility Court Orders Other pupil premium eligibility (such as if the child is looked after) Safeguarding records (incidents, external agency reports Special Educational needs records (professional assessments, external professionals' reports, referrals for external support) Pastoral records (referrals for support both internal and external, notes of discussions with pupils, pupils' jottings of thoughts and feelings) Exclusion information Behaviour incident records
All Parents/Carers*	Personal Information	Names, addresses, telephone numbers, email addresses, relationship to the child (of parents/carers and other given contacts) Free school meals eligibility evidence
	Other	Parents' surveys Letters sent to school Emails sent to school Financial payments, including debt (both manual and electronic)

\*this refers to those with legal responsibility for the child

This list is not exhaustive, to access the current list of categories of information we process please see [\[link to website or location of data asset register\]](#)

### Why We Collect and Use Pupil Information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information for many purposes, including the following:

- To support pupil learning  
To keep children safe
- To monitor and report on pupil progress
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care
- Informing decisions such as the funding of schools
- Assessing performance and to set targets for schools
- Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements
- To carry out statistical analysis for diversity purposes
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy
- Making use of photographic images of pupils in school publications, on the school website and on social media channels
- Security purposes, including CCTV
- To comply with the law regarding data sharing
- To meet the statutory duties placed upon us for DfE data collections
- For the purposes of educational research

We use the parents' data:

- To communicate as necessary regarding education and activities of the school
- To assess the quality of our services
- To comply with the law regarding data sharing
- To ensure financial stability

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- (6a) Consent;
- (6c) A Legal obligation;
- (6d) A duty to safeguard pupils;
- (6e) Public task.
- Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. Crofty Education Trust will work within the conditions of [GDPR - Article 9 of the UK GDPR](#);
- (9.2a) explicit consent; (9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law;
- (9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person;
- (9.2f) for the establishment, exercise or defence of legal claims; (9.2g) reasons of substantial public interest;
- (9.2j) for archiving purposes in the public interest.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

## **How We Collect & Store Pupil Information**

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from the previous setting and we may collect information from other Local Authority supporting services. Pupil and Parent image and Audio data may be collected from time to time while on site, communicating with the school or accompanying children to events. You will be appropriately notified by either appropriate signage, written communication or verbal notices in these instances.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our website:

<https://croftymat.org/information/academy-policies/>.

## **Who We Share Pupil Information With**

We routinely share pupil information with the following organisations. Our full Privacy Notice explains the reasons why we share data with these organisations:

- Schools that the pupil attends after leaving us
- Our local authority
- Crofty Multi Academy Trust and Schools
- The Department for Education (DfE)
- Standards and Testing Agency (STA)
- Children's Social Care (when safeguarding pupils' welfare)
- External professionals who visit school (such as Educational Psychologists)
- Law enforcement officials such as the Police
- The NHS, School Nurse and other Health Care services
- Suppliers and service providers with whom we have a contract
- Voluntary organisations linked to the school
- Researchers from reputable institutions

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations - we require them to respect the security of your data and to treat it in accordance with relevant legislation.

## **Requesting Access to Your Personal Data**

Under data protection legislation, 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 be given access to your child's educational record, contact the Trust, the School administrator or our Data Protection Officer at [DPO@SchoolPro.uk](mailto:DPO@SchoolPro.uk).

Depending on the lawful basis used for processing data (as identified above), you may also have other rights as per the UK GDPR.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, with our Data Protection Officer which is SchoolPro TLC Ltd via [DPO@schoolpro.uk](mailto:DPO@schoolpro.uk) or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Withdrawal of Consent and the Right to Lodge a Complaint**

Where we process your personal data based on your consent, you have the right to withdraw that consent at any time.

To request the withdrawal of your consent, please contact Trust Data Manager at [admin@croftymat.org](mailto:admin@croftymat.org). We will respond to your request promptly and ensure that your data is no longer processed on the basis of consent, unless another lawful basis applies.

Under Section 164A of the Data Protection Act 2018, you have a statutory right to complain if you believe your personal data has been handled inappropriately.

If you wish to raise a concern about how we process your personal data, please contact us directly at [dpo@croftymat.org](mailto:dpo@croftymat.org). We will acknowledge your complaint within 30 days of receipt and take appropriate steps to investigate and respond without undue delay.

If you are not satisfied with our response, you may escalate your complaint to the Information Commission at: [Information Commissioner's Office](#)

## **Last Updated**

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 08/05/2026.

## **Contact, Full Privacy Notice & How Government Uses Your Data**

If you would like to discuss anything in this privacy notice, or to view our full Primary Academy Pupils & Parents Privacy Notice (including how the Government uses your data), please contact the Trust on [admin@croftymat.org](mailto:admin@croftymat.org), the School administrator or our Data Protection Officer at [DPO@SchoolPro.uk](mailto:DPO@SchoolPro.uk) or access it here:

<https://croftymat.org/information/academy-policies/>