



Privacy Notice (How Your School Uses Your Information)

This short Privacy Notice is about how your school keeps information about you safe. It helps you know what the school does with this information and why they need it.

Your school has to follow some rules called the Data Protection Act and UK General Data Protection Regulation (UK GDPR). If you want to know all the details, you can ask your school for the full Privacy Notice.

The Categories of Pupil Information That We Process Include:

This list may not include every bit of data. To find out the full, current list, please ask the school.

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

Why We Collect and Use Information About You

The school needs to know some things about you to help you learn, keep you safe, and follow the law. Here are some reasons why we collect and use your information:

- To help you learn better



- To see how you're doing in school
- To make sure you're safe and looked after
- To help make decisions about school funding
- To check how well the school is doing
- To let you take tests and record your achievements
- To follow the law (like child protection and health and safety)
- To check how you use the school's computers and internet safely
- To share information with others when the law says we have to or should do

Under the UK GDPR, there are some reasons (or “legal bases”) that let schools use your information:

- Consent (6a): Sometimes, your school will ask you or your parents for permission to use your information. If you say yes, then the school can use it.
- A Legal obligation (6c): There are some rules and laws that your school must follow. To follow these rules, they might need to use your information.
- A duty to safeguard pupils (6d): Your school has to make sure you are safe and looked after. They might need to use your information to help do this.
- Public task (6e): Your school has some important jobs to do for the public, like helping you learn. They might need to use your information to do these jobs.

There are also some special types of information that need extra care. For example, your ethnicity or your medical information.

Here are the reasons your school can use this special information:

- Explicit consent (9.2a): Your school will ask you or your parents for clear permission to use this special information.
- Employment and social protection (9.2b): The school might need to use this information to follow some rules about jobs and social protection.
- Protecting vital interests (9.2c): If it's really important to protect someone's life, your school might need to use this special information.
- Legal claims (9.2f): If the school has to protect itself in a legal situation, they might need to use this special information.
- Substantial public interest (9.2g): If it's very important for the public, your school might need to use this special information.
- Archiving purposes (9.2j): Your school might need to keep this special information for a long time for important public reasons.

For information about crimes, your school follows Article 10 of the UK GDPR.

Remember, your school will always be careful with your information and use it for the right reasons.

How We Collect & Keep Your Information Safe

We get your information when you join the school, from forms or from your old school. We might also get information from your parents.

We keep your information safe for a certain amount of time. You can find out more about how we do this in our Data Protection Policy and on our website

Who We Share Your Information With

Sometimes we share your information with other people or places, like:

- The school you go to after you leave us



- Our local council
- The Department for Education (DfE)
- The people who make and check tests (Standards and Testing Agency)
- People who help to make sure you're safe (like Children's Social Care)
- Professionals who visit the school to help you (like Educational Psychologists)
- The police, if needed
- The NHS (National Health Service)
- Companies that we work with to help the school run better
- Groups that help our school

Asking About Your Personal Information

You and your parents can ask to see the information we have about you. If you want to see this information, you can talk to someone at your school, our Data Protection Officer.

You might also have other rights depending on why we're using your information.

If you or your parents are worried about how we're using your information, you can talk to us, our Data Protection Officer (SchoolPro TLC Ltd) at DPO@schoolpro.uk, or contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Changing Your Mind and Making a Complaint

If we asked for your permission to use your information, you can change your mind later. If you're not happy with how we're using your information, please tell someone at your school, our Data Protection Officer.

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 February 2025.

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 child-friendly Primary School Pupils Privacy Notice (including how the Government uses your data), please contact: Data Protection Officer, Whitley Abbey Primary School, Ashington Grove, Coventry CV3 4DE, Telephone 024 7630 3392