Privacy Notice for Pupils and Parents

How We Use Pupil Information

Effective Date

November 2026

Review Date

November 2027

Who is responsible for this information?

Captain Webb Primary School is the Data Controller for the personal information we process about pupils and their families. The school determines how and why personal data is processed in accordance with UK data protection legislation.

The Categories of Pupil Information We Process

We may collect, use, store and share the following categories of personal information:

- Personal identifiers and contact details (name, date of birth, address, Unique Pupil Number (UPN), pupil number and emergency contact information)
- Characteristics (such as ethnicity, nationality, language, country of birth and eligibility for Free School Meals)
- Attendance information
- Assessment, attainment and progress information
- Behaviour information, exclusions and suspension records
- Safeguarding and child protection information
- Special Educational Needs and Disabilities (SEND) information
- Medical information including allergies, dietary needs and medication requirements
- Information relating to wellbeing, pastoral support and mental health
- Photographs, videos and images where appropriate
- Information required for educational visits and extracurricular activities
- IT usage and online learning records where pupils use school systems
- Information received from previous schools, local authorities or other educational settings

This list is not exhaustive. Further information about the data we process can be found on our website.

Why We Collect and Use Pupil Information

We collect and use pupil information to:

- Support teaching and learning
- Monitor and report on pupil progress and attainment
- Provide pastoral care and wellbeing support
- Safeguard and promote the welfare of children
- Assess and improve the quality of education and school services
- Meet our statutory obligations
- Administer admissions and attendance
- Provide educational visits and extracurricular activities
- Manage behaviour and support needs
- Communicate effectively with parents and carers
- Facilitate school funding arrangements
- Comply with legal, regulatory and safeguarding requirements

Our Lawful Bases for Processing

Under Article 6 UK GDPR, the lawful bases we rely upon include:

Public Task

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 school.

Legal Obligation

Processing is necessary for compliance with legal obligations placed upon the school, including duties under education, safeguarding and employment legislation.

Vital Interests

Processing is necessary to protect the life or wellbeing of a pupil or another person.

Consent

In limited circumstances we rely on consent, such as for certain uses of photographs, videos or biometric information. Where consent is used, it can be withdrawn at any time.

Special Category Data

Schools process certain categories of particularly sensitive information, including:

- Ethnicity
- Religious beliefs (where relevant)
- Health and medical information
- SEND information
- Safeguarding records
- Biometric information (where applicable)

Processing of this information is carried out in accordance with Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018, including where necessary for reasons of substantial public interest, education provision, safeguarding and protecting children and vulnerable individuals.

Collecting Pupil Information

We collect information directly from parents, carers and pupils where appropriate. We also receive information from:

- Previous schools
- Local authorities
- Department for Education (DfE)
- NHS and health professionals
- Social care services
- Educational psychologists and specialist services
- Other agencies involved in supporting children and families

Most information we process is required by law or necessary to deliver education services. Where information is voluntary, we will explain this at the point of collection.

How Long We Keep Information

The school retains pupil information in accordance with its Records Retention Schedule and the Information and Records Management Society (IRMS) Toolkit for Schools.

Information is only retained for as long as necessary to fulfil the purposes for which it was collected and to comply with legal requirements.

Who We Share Information With

We routinely share information with:

- The Department for Education (DfE)
- Telford & Wrekin Council
- Schools and educational settings that a pupil transfer to
- NHS services and school nursing teams
- Social care services
- Safeguarding partners
- Educational psychologists and specialist support services
- Examination and assessment bodies where applicable
- School management information system providers
- Educational software providers used by the school
- Educational visit providers where necessary
- Other agencies where we are legally required to do so

We do not share personal data unless there is a lawful basis to do so.

Automated Decision Making

The school does not carry out automated decision-making or profiling that produces legal or similarly significant effects for pupils.

Your Rights

Under UK GDPR, parents and pupils may have rights including:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure in certain circumstances
- The right to restrict processing
- The right to object
- The right to data portability where applicable
- Rights relating to automated decision-making

Requests should be made to the school in writing.

Complaints

If you have concerns about how we use your personal information, please contact the school in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: https://ico.org.uk

Contact Details

For questions about this privacy notice or your personal information, please contact:

School Contact Miss Lynn Sanderson
Captain Webb Primary School
Tel: 01952 386770
Email: lynn.sanderson@taw.org.uk

Data Protection Officer: Rob Montgomery