

Invested Education

Privacy Notice

Pupils & Parents/Carers

Date of last review: September 2026

Next review: September 2027

Signed: C Fleming-Smith

Head Teacher

Privacy Notice – Pupils and Parents/Carers

What categories of information are processed?

The categories of personal information that we process include:

- Personal information – e.g. pupil name, date of birth, address, contact details and unique pupil identifiers.
- Parent/carer information – e.g. names, addresses, telephone numbers and email addresses.
- Characteristics information – e.g. ethnicity, language, nationality and eligibility for support.
- Attendance information.
- Assessment, attainment and progress information.
- Behaviour and safeguarding information.
- SEND information, including EHCPs and support plans.
- Medical and welfare information.
- Photographs, CCTV images and educational records where applicable.

This list is not exhaustive.

Why do we collect and use your information?

We collect and use personal information to:

- Support pupil learning and progress.
- Monitor and report on attainment and achievement.
- Provide pastoral care, safeguarding and welfare support.
- Meet statutory duties relating to education, attendance and safeguarding.
- Assess the quality of our services.
- Support pupils with SEND and EHCP outcomes.
- Facilitate school trips, enrichment activities and preparation for adulthood.
- Communicate effectively with parents and carers.

Under UK GDPR, our lawful bases include legal obligation, public task, vital interests and, where appropriate, consent.

How do we collect your information?

We collect personal information from:

- Admission forms and referral documentation.
- Parents and carers.
- Previous schools and educational settings.
- Local authorities and other professionals.
- Direct interactions with pupils and families.
- Assessments, reviews and educational records.

How do we store your information?

Personal information is stored securely in accordance with the school's Records Management Policy and Data Protection Policy.

The school uses appropriate technical and organisational security measures to protect personal

information and retains records only for as long as necessary in line with statutory retention requirements.

Who do we share your information with?

We may routinely share information with:

- Local Authorities.
- The Department for Education (DfE).
- Schools, colleges and alternative providers.
- Health and social care professionals.
- Examination and accreditation bodies.
- Educational psychologists and specialist services.
- Safeguarding partners where required by law.

We do not share personal information without a lawful basis for doing so.

How does the government use your data?

The DfE collects information from schools through statutory data collections. This information supports educational policy, funding, research and statistical analysis.

Further information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

What are your rights?

Under UK GDPR you have the right to:

- Request access to personal information.
- Request correction of inaccurate information.
- Request erasure where appropriate.
- Restrict processing in certain circumstances.
- Object to processing where applicable.
- Lodge a complaint with the Information Commissioner's Office (ICO).

Contact Details

If you wish to exercise your rights or discuss this privacy notice, please contact:

Data Protection Officer: Stephen Morrison

Email: Stephen.morrison@invested-education.com

Telephone: 01642 502224

If you are dissatisfied with how we have handled your information, you may contact the ICO at www.ico.org.uk.

Updating this Privacy Notice

This privacy notice will be reviewed periodically and updated where necessary to reflect changes in legislation or school practice.