



Privacy Notice for Parents/ Carers and Pupils – How we use your information 2026/27

Who are we?

Abbots Farm Infant School is the 'data controller' for Abbots Farm Infant School and Abbots Farm Preschool. This means we are responsible for how your personal information is processed and for what purposes.

Abbots Farm Infant School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: **ZA295975**

You can contact the school as the Data Controller in writing at:
Abbots Farm Infant School, Abbots Way, Rugby, CV21 4AP or admin2410@welearn365.com

The school has appointed a Data Protection Officer (DPO) through Warwickshire Legal Services.

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?

We only process personal data where it is necessary and lawful to do so. 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 and a photograph.
- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility.
- Attendance information such as sessions attended, number of absences and absence reasons, including lateness.
- Educational information including records of work, assessment results including grades and progress, relevant medical information, details of pupils' special educational needs, information on behaviour and incidents if applicable including exclusions
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.
- Contact information for parents, carers, other relatives and priority contacts, including telephone numbers, home addresses and e-mail addresses.
- 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
- Any dietary information/requirements or allergies. Catering and free school meal management including name, class, meal choices, free school eligibility.
- Photographs captured in school
- Characteristics, such as ethnic background or special educational needs
- Pupil data received from other organisations, including previous schools local authorities and the Department for Education.

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 support
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils
- to claim funding for preschool pupils
- to share medical information with public health agencies
- administer admissions and waiting lists
- carry out research to improve educational provision (where appropriate)
- to process payments and bookings for educational visits, before and after school club etc.

We use parent data:

- to report on pupil attainment and progress
- to provide appropriate pastoral support
- to enable payment of fees (e.g. school trips and activities, preschool, wrap around care)
- to allow access to the parent evening booking system
- to enable effective communication (email, Class Dojo)

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 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.

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. Our lawful basis for processing includes legal obligation, public task, consent and vital interests, as defined under UK GDPR. 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 school by law. We therefore are required to process this 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 i.e photographs, email addresses etc.

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

The lawful reasons for each type of special category personal information data that we process is set out in the tables attached.

Who might we share your information with?

We routinely share pupil information with:

- Schools/academies that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- The pupil's family and representatives
- Ofsted as part of the inspection process
- Information Management software: Arbor, Synergy, Wonde
- School Comms – to operate financial system
- Cool Milk
- Educational apps: Purple Mash, Class Dojo
- Conferencing software for parents evening: Microsoft Teams, School Cloud
- Stir - school meal provider
- WCC ICTDS - IT support provision
- Sonartracker - assessment
- One-off events/activities (e.g. school trips) – school curriculum activities
- Connect for health (school nursing team), NHS and Mental Health in Schools team
- Local Public Health team

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/data-collection-and-censuses-for-schools>.

Public Health Agencies:

It may be necessary for us to share limited information with the above agencies in the event that we have an outbreak of an illness or disease. This will enable the named agencies to liaise with families to provide advice and support, and to take appropriate steps in responding to an outbreak. You have the right to object to the sharing of information with such agencies. This is not an absolute right and will be assessed on a case-by-case basis.

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 for which 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).

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 or territory outside the European Economic Area, we will do so 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 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.**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- 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;
- claim compensation for damages caused by a breach of the Data Protection regulations;
- 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:

- **Mrs Lovejoy -School Data Protection Lead (DPL) email:** head2410@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 enquiries.

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 in July 2027.

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
Special Education Needs Report	Children's and Families Act 2014, section 69		Local Authority	Legal Obligation
Attendance register	Education (Pupil Registration)(England) Regulations 2006, Regulation 4, 10, 11 and 12		OFSTED, Local Authority	Legal Obligation
Common Transfer file	Education (Pupil Registration)(England) Regulations 2005, Regulation 6		School pupil transfers to	Legal Obligation
Safeguarding information	Education Act 2002, section 175 Children's Act 1989, Section 17, 47, 83. Children's Act 2004, Section 11		Local Authority, Police	Legal Obligation
Admissions Register	Education (Pupil Registration)(England) Regulations 2006, Regulation		OFSTED, Local Authority, Arbor	Legal Obligation

	4, 10, 11, 14 and 15			
Curricular Record including Assessment and achievement data	Education (Pupil Information) (England) Regulations 2005, Regulation 4		OFSTED, Local School. Local Authority, Sonar tracker, Arbor	Legal Obligation
Educational Record	Education (Pupil Information) (England) Regulations 2005, Regulation 5 and 6		Parents, Local school	Legal Obligation
Pupil Information i.e name, age address, Emergency contact details	Education (Information About Individual Pupils) (England) Regulations 2013, Regulation 3 and 5		Department of Education – school census. Other schools – when pupils transfers	Legal Obligation
Medical / Dietary / allergies		Necessary for preventative or occupational medicine	Department of Education – school census. Other schools – when pupils transfers	Legal Obligation
School Census	Education Act 1996, Sections 537 & 537A, and accompanying regulations		Department of Education	Legal Obligation

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
Medical Information	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'	Medical staff i.e. paramedics/ambulance	Vital Interest
Religious belief	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent'	Medical staff i.e. paramedics/ambulance	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		Government agencies, e.g. Department for Education. School website, prospectus, newsletter, School photography company	Consent
Parent name, date of birth, National		Synergy Database (Preschool pupils only when claiming 15/ 30 hours funding)	Consent of the individual to whom that information

Insurance Number, 30 hours eligibility code (Nursery children only) child's name, date of birth and ethnicity.			'belongs'
--	--	--	-----------

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 Information i.e. name, age address, Parent detail, Emergency contact details		Department of Education – school census. Other schools – when pupils transfers	Legal Obligation
Academic Progress data including Leuven data, WellComm data, staff observations		OFSTED, Parents, Health such as Speech and Language,	Public Task & Legal Obligation
Child Protection and Safeguarding documentation including concern forms and case documentation		Local Authority, Children's Services (Front Door), Connect for Health, Police, Parents and other Health Professionals	Legal requirement – Children's Act 1989, sections 17 and 47 Perform a public task
Special Educational Needs documentation including SEND provision maps, Personal Learning Plans, Education, Health and Care Plans, reports from external agencies		Local Authority, SEND Supported, WCC Educational Psychologists, LMC Psychology	Performance of a public task
Medical information including allergies	Necessary for preventative or occupational medicine	Connect for Health (School nurse) and other health professionals	Consent of the individual to whom that information 'belongs'