



Privacy Notice for Parents and Pupils – How we use your information

2026-27

Who are we?

Bridgetown Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Bridgetown Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: **Z7134421**

You can contact the school as the Data Controller in writing at:

Bridgetown Primary School, Byron Road, Stratford upon Avon, Warwickshire. CV37 7JP or **admin2053@welearn365.com**.

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 is information that needs greater protection because it is particularly sensitive. This includes information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data used for the purpose of uniquely identifying a person, information about health and information about a person's sex life or sexual orientation.

What personal information do we process about pupils and parents?

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 and home address
- 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.
- Educational information including records of work, assessment results, relevant medical and dietary information, details of pupils' special educational needs, exclusions/behavioural information.
- Contact information for parents, carers and other relatives, including telephone numbers, home addresses and e-mail addresses.
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.

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 care
- to assess and improve the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils
- to share medical information with health professionals

Collecting pupil information

Whilst the majority of pupil information you provide to us is required by law or is necessary for us to carry out our functions as a school, some information may be provided to us on a voluntary basis. Where we collect information on a voluntary basis, we will make this clear and will explain how the information will be used.

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. 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 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'

In some circumstances, we may ask for your consent to process personal information. Where we rely on consent, we will explain clearly what we are asking you to consent to and how the information will be used. You can withdraw your consent at any time, although this will not affect processing that has already taken place.

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.

You have the right to object to the processing of your personal information in certain circumstances, depending on the lawful basis we are relying on to process it. If you wish to object to the processing of your personal information, please contact the school using the contact details provided above. We will consider your request in accordance with data protection legislation.

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 having a lawful basis for processing personal information, we must also have a separate condition under data protection law to process special category information. Depending on the type of information and why we are processing it, this may include:

- 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 that the pupils attend after leaving us
- Our local authority
- The Department for Education (DfE)
- School nurse
- NHS
- Public health and other public health agencies
- Information management systems: SIMS, Synergy
- Educational platforms and apps: Times Tables Rockstars, Pearsons learning, IDL
- Online learning and conferencing software: Microsoft Teams
- Educational and Safeguarding Platforms: Edukey, MyConcern, Medical Tracker

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:

We are required to provide certain personal information about pupils to the Department for Education (DfE) through statutory data collections, including the school census and other collections.

The information shared with the DfE may include information about pupils' characteristics, attendance, exclusions, assessment and attainment, special educational needs and disabilities and other information required for the relevant statutory collection.

The DfE uses this information for purposes including funding, monitoring education policy, school accountability, research and statistical analysis.

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

What do we do with your information?

All personal information is handled in accordance with data protection legislation. We will only use personal information for the purposes for which it was collected or where another lawful purpose allows us to do so. We regularly review the personal information we process and will only share information with third parties where there is a lawful basis for doing so.

How long do we keep your information for?

We keep personal information only for as long as it is necessary for the purposes for which it was collected and in accordance with our legal and statutory obligations. We use appropriate school records retention schedules to determine how long different types of information should be retained.

Further information about the retention of school records can be obtained from the school.

Transferring data internationally

Where we transfer personal information outside the UK, we will ensure that appropriate safeguards are in place in accordance with UK data protection legislation.

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.**

Under data protection law, you have rights including:

- the right to be informed about how we use your personal information
- the right to request access to the personal information we hold about you
- the right to request that inaccurate or incomplete information is corrected
- the right to request erasure of your personal information in certain circumstances
- the right to request that we restrict how we use your personal information in certain circumstances
- the right to object to the processing of your personal information in certain circumstances
- the right to request the transfer of your personal information in certain circumstances
- rights relating to automated decision making and profiling.

Some of these rights only apply in certain circumstances and there may be circumstances where we are legally required to continue processing information. Further information about your rights can be obtained from the school or our Data Protection Officer.

Data protection complaints

If you have a concern or complaint about the way we collect, use or otherwise process your personal information, please contact the school in the first instance using the contact details provided above.

We will acknowledge your data protection complaint within 30 days and will investigate it appropriately. We will keep you informed about the progress of your complaint and will communicate the outcome to you without undue delay.

If you remain dissatisfied with the way we have handled your personal information, you can complain to the Information Commissioner's Office (ICO). Further information can be found at <https://ico.org.uk/concerns/>

Review

This Privacy Notice will be reviewed annually and whenever there is a significant change to how we process personal information. The next scheduled review will be October 2027.

THIS DOCUMENT IS A WORK IN PROGRESS. PLEASE CHECK FOR UPDATES.

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
Pupil Name	Education Regulation 2006		DfE, STA, LA, Children's Services, ACE, Child's New School	Legal Obligation
Pupil Date of Birth	Education Regulation 2006		DfE, STA, LA, Children's Services, ACE, Child's New School	Legal Obligation
Pupil Gender	Education Regulation 2006		DfE, STA, LA, Children's Services, ACE, Child's New School	Legal Obligation
Pupil Address	Education Regulation 2006		DfE, STA, LA, Children's Services, ACE, Child's New School	Legal Obligation
Family Contact Details	Education Regulation 2006		DfE, STA, LA, Children's Services, ACE, Child's New School	Legal Obligation
Family Links (siblings)	Children Act 2004		DfE, STA, LA, Children's	Legal Obligation

			Services, ACE, Child's New School	
Pupil SEN and Disability Records	Education Regulations 2013		DfE, STA, LA, Children's Services, ACE, Child's New School	Legal Obligation
Free School Meal Eligibility	Education Regulations 2013		DfE, STA, LA, Children's Services, ACE, Child's New School	Legal Obligation
Unique Pupil Number	Education Regulations 2013		DfE, STA, LA, Children's Services, ACE, Child's New School	Legal Obligation
Pupil Year Group	Education Regulations 2013		DfE, STA, LA, Children's Services, ACE, Child's New School	Legal Obligation
Admission Date	Education Regulation 2006		DfE, STA, LA, Children's Services, ACE, Child's New School	Legal Obligation
Pupil First Language	Education Regulations 2013		DfE, LA, Child's New School	Legal Obligation
Previous School Setting Records	Education Regulation 2006		LA, Child's New School	Legal Obligation
Attendance	Education Regulation 2006		DfE, STA, LA, Children's Services, ACE, Child's New School	Legal Obligation
Pupil Ethnicity	Education Regulations 2013	Data subject has given explicit consent	DfE, STA, LA, Children's Services, ACE, Child's New School	Legal Obligation
Pupil Religion	-	Data subject has given explicit consent	DfE, STA, LA, Children's Services, ACE, Child's New School	Legal Obligation
Exclusions	Education Act 2002		LA, MASH, ACE, Child's New School	Legal Obligation
Safeguarding Information and Records	Children's Act 2004		LA, MASH, ACE, Child's New School	Legal Obligation
Pupil Curriculum Assessment Information	Education Regulation 2006		DfE, STA, LA, Children's Services, ACE, Child's New	Legal Obligation

			School	
Child's Looked After Status	Education Regulations 2013		DfE, STA, LA, Child's New School	Legal Obligation
Service Children Status	Education Regulations 2013		DfE, STA, LA, Child's New School	Legal Obligation
Court Order	Children's Act 2004		Children's Services, Child's New School	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
Pupil Dietary Needs	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of consent	Educaterers, Emergency Services, Arete Outdoors Educ Centre, Boundless Outdoors Activity Centre , Medical Tracker	Vital interests
Pupil Medical Needs	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of consent	Emergency Services, Medical tracker	Vital interests

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 and Videos		Website (PrimarySite), Stratford Herald and Observer, ParentPay (school newsletter), Learning journals,	Consent

		Inventry, Tempest	
Country of Birth	Religious or ethnic origin Data Subject has given explicit consent	DfE, STA, LA, Children's Services, ACE, Child's New School	Consent
Religion	Religious or ethnic origin Data Subject has given explicit consent	DfE, STA, LA, Children's Services, ACE, Child's New School	Consent
Early Help		Children's Services, Child's New School	Consent

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task -

please note that the right to object will apply to this processing, please see the section above that refers to 'What are your rights with respect of your personal information?'

Information Type	Special Category – additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Name	-	Educaterers, We Learn (ICTDS), FOBS, Compass, Warwickshire (MIS system), Warwickshire Library Service, Public health and other public health agencies, LA,Times tables Rockstars, Tempest, Inventry, Medical tracker, Pearsons learning, University of Nottingham	Public Task
Pupil Date of Birth	-	We Learn (ICTDS), LA, Compass. Warwickshire (MIS system) Warwickshire Library Service, Public health and other public health agencies, Inventry, Medical tracker, University of Nottingham	Public Task
Pupil Gender	-	Compass, Warwickshire (MIS system), LA, Public health and other public health agencies, Times tables Rockstars, Pearsons learning, Inventry, Medical tracker	Public Task
Mother / Father Priority Contact Name, telephone numbers and	-	Compass, LA, Warwickshire (MIS system), Public health and other public health agencies	Public Task

email addresses.			
Parent/Pupil contact Details	-	Compass, LA, Warwickshire (MIS system), Public health and other public health agencies	Public Task
Family Links (Siblings)	-	Warwickshire (MIS system), Public health and other public health agencies	Public Task
Pupil Year Group	-	Educaterers, We Learn (ICTDS), FOBS, Compass. Warwickshire (MIS system) Warwickshire Library Service, Public health and other public health agencies, Times tables Rockstars, Pearsons learning, Inventory, Medical tracker	Public Task
Class (Past and Present)	-	Educaterers, We Learn (ICTDS), FOBS, Compass. Warwickshire (MIS system) Warwickshire Library Service, Public health and other public health agencies, Times tables Rockstars, Pearsons learning, Inventory, Medical tracker	Public Task
Teacher (Past and Present)	-	Educaterers, We Learn (ICTDS), FOBS, Compass. Warwickshire (MIS system) Warwickshire Library Service, Times tables Rockstars, Pearsons learning	Public Task
SEND	-	Warwickshire (MIS system)	Public Task
FSM / Pupil Premium Eligibility	-	Warwickshire (MIS system)	Public Task
Unique Pupil Number	-	Warwickshire (MIS system), Warwickshire Library Service, LA, University of Nottingham	Public Task
Admission Date	-	Warwickshire (MIS system)	Public Task
Attendance	-	Warwickshire (MIS system), ACE	Public Task
Dietary Needs	-	Educaterers, Medical tracker	Public Task
Medical Needs	-	Compass, Warwickshire (MIS system), Arete Outdoors Educ Centre, Boundless Outdoors Activity Centre, Medical tracker	Public Task
Medical Practice	-	Warwickshire (MIS system), Medical tracker	Public Task
Ethnicity	Data subject has given explicit consent	Warwickshire (MIS system)	Public Task
Pupil First Language	-	Warwickshire (MIS system)	Public Task
School Meals Choice	-	Educaterers	Public Task

Pupil Curriculum Assessment Information	-	Warwickshire (MIS system), STA, DfE.	Public Task
Child Looked After Status	-	Warwickshire (MIS system)	Public Task
Service Children Status	-	Warwickshire (MIS system)	Public Task