



Privacy Notice for Parents, Carers and Pupils

Warwick Schools Foundation Multi Academy Trust

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1. Introduction

Under UK data protection law, individuals have a right to be informed about how our Trust and its schools uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **parents and carers of pupils** at our schools, **and pupils** themselves.

Our trust, Warwick Schools Foundation Multi Academy Trust¹, is the 'data controller' for the purposes of UK data protection law.

We will comply with the data protection law and principles, which means that pupils' and parents'/carers' data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

2. The personal data we hold

The pupil and parent/carers information that we collect, hold and share includes but is not restricted to:

- 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 information, details of pupils' special educational needs, exclusions/behavioural information, post-16 learning information.
- Other contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Bank details
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.
- Records of your correspondence and contact with us
- Details of any complaints you have made
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

¹ Myton Road, Warwick, CV34 6PP, Telephone 01926 474300

We may also collect, use, store and share (when appropriate) information about pupils and parents/carers that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Photographs and CCTV images captured in school

We may also hold data about pupils and parents/carers that we have received from other organisations, including other schools and local authorities.

3. Why we use this data

We collect and use the data listed above to:

- a) to support pupil learning
- b) Report to you on your child's attainment and progress
- c) Keep you informed about the running of the schools (such as emergency closures) and events
- d) Process payments for school services and clubs
- e) Provide appropriate pastoral care
- f) Protect pupil welfare
- g) Administer admissions waiting lists
- h) Assess the quality of our services
- i) Carry out research
- j) Comply with our legal and statutory obligations including the law regarding data sharing
- k) to safeguard pupils
- l) to provide appropriate medical/health support
- m) Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

3.1 Use of pupils' and parents'/carers' personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting Trust and school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by selecting the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

3.2 Use of pupils' and parents'/carers' personal data in automated decision-making and profiling

We do not currently process any parents', carers' or pupils' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

3.3 Use of pupils' and parents'/carers' personal data for filtering and monitoring purposes

While you're in one of our schools, we may monitor pupils' use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)
- Protect pupils' welfare

4. Our lawful basis for using this data

Our lawful bases² for processing pupils' and parents'/carers' personal data for the purposes listed in section 3 above are as follows:

4.1 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 Trust 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 in Appendix 1. If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the Trust in writing.

4.2 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 in Appendix 1.

4.3 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.

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 in Appendix 1.

4.4 To perform a public task

It is a day-to-day function of the Trust and our Schools 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

² See [ICO's guidance on the lawful basis for processing](#) for further information

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 in Appendix 1.

4.5 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect pupils' and parents'/carers' life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect pupils' and parents'/carers' life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

The lawful reasons for each type of sensitive category personal information that we process is set out in the tables in Appendix 1.

5. Collecting this data

We will only collect and use your data when the law allows us to (as detailed above in section 4 of this notice). While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities;
- Government departments or agencies;
- Your children;

- Police forces, courts or tribunals; and/or
- Other schools and trusts.

6. How we store this data

We keep personal information about you while you or your child(ren) while your child(ren) is attending one of our schools. We may also keep it beyond their attendance at our schools if this is necessary to comply with our legal obligations or to meet our regulatory requirements. Our retention and disposal of records schedule sets out how long we keep information about parents and carers, and pupils.

You can request a copy of our retention and disposal of records schedule by emailing MAToffice@wsfmat.co.uk, and a link to it is available online at www.warwickschoolsMAT.co.uk.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer have a legal requirement to retain it.

7. Who we share data with

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- schools that the pupils attend after leaving us
- our local authority, Warwickshire County Council (including Local Authority Social Care services), including to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- the Department for Education (DfE)
- NHS England
- Our regulator, Ofsted
- Other Government departments or agencies, as required
- The 'Virtual School' where children are looked after by other Local Authorities
- Database providers such as Arbor MIS, Access Finance and Iris Adapt
- Other suppliers and service providers
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

7.1 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>.

7.2 NHS Test and Trace/Public Health Agencies:

It may be necessary for us to share limited information with the above agencies in the event that an individual tests positive for Coronavirus, or if there is a Coronavirus outbreak. 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.

7.3 Transferring data internationally

We may share personal information about you with international third parties, where different data protection legislation applies. Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. What do we do with pupils' and parents'/carers' information?

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The Trust and its schools monitor 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).

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

- Our local authority, Warwickshire County Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies
- Department for Education
- Our regulator, e.g. Ofsted
- Suppliers and service providers
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts or tribunals

9. Your rights

8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding it, how we are processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

8.2 Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data where it is likely to cause, or is causing damage or distress
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office if you feel we have not used your information in the right way
- Claim compensation for damages caused by a breach of the data protection regulations

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

See information on types of lawful basis in section 4 of this privacy notice.

To exercise any of these rights, please contact us (see 'Contact us' below).

10. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance. You can make a complaint to us at any time by contacting our DPO which is Warwickshire's School DPO Service, contactable via schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer

Warwickshire Legal Services

Warwickshire County Council

Shire Hall

Market Square

Warwick CV34 4RL

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

11. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Our DPO is the School DPO Service and is contactable via schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer

Warwickshire Legal Services

Warwickshire County Council

Shire Hall

Market Square

Warwick CV34 4RL

Appendix 1: Tables with further information on how we use your data

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 and SEN Report	Education (Public Registration) (England) Regulations 2006 Children's and Families Act 2014, section 69	Health (5 Necessary for the preventative or occupational medicine or for reasons of Public Task in the area of Public Health)	Department for Education, OFSTED, Local Authority, Future educational establishments, Arbor MIS	Legal Obligation
Attendance register, Attendance Information and School Attendance Order	Education (Pupil Registration) (England) Regulations 2006, Regulation 4, 10, 11 and 12		Department for Education, OFSTED, Local Authority, Future educational establishments, Arbor MIS	Legal Obligation
Common Transfer file	Education (Pupil Registration) (England) Regulations 2005, Regulation 6	Religion Ethnicity (6 Necessary for archiving, historical research or statistical purposes in the Public Task) Health (5 Necessary for the preventative or occupational medicine or for reasons of Public Task in the area of Public Health)	Department for Education, OFSTED, Local Authority, Future educational establishments, Arbor MIS	Legal Obligation
Safeguarding and Promoting the Welfare of Pupils	Education Act 2002, section 175 Children's Act 1989, Section 17, 47, 83. Children's Act 2004, Section 11	Religion Ethnicity (6 Necessary for archiving, historical research or statistical purposes in the Public Task) Health (5 Necessary for the preventative or occupational medicine or for reasons of Public Task in the area of Public Health)	Department for Education, Local Authority, Warwickshire MASH (includes Police, Warwickshire County Council, NHS, Social Services and any other key partner agencies), Next educational establishment, Arbor MIS	Legal Obligation

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Admissions Register	Education (Pupil Registration) (England) Regulations 2006, Regulation 4, 10, 11, 14 and 15	Religion Ethnicity (6 Necessary for archiving, historical research or statistical purposes in the Public Task) Health (5 Necessary for the preventative or occupational medicine or for reasons of Public Task in the area of Public Health)	Department for Education, OFSTED, Local Authority, Future educational establishments, Arbor MIS	Legal Obligation
Curricular Record including Assessment and achievement data	Education (Pupil Information) (England) Regulations 2005, Regulation 4	Religion Ethnicity (6 Necessary for archiving, historical research or statistical purposes in the Public Task) Health (5 Necessary for the preventative or occupational medicine or for reasons of Public Task in the area of Public Health)	Department for Education, OFSTED, Local Authority, Future educational establishments	Legal Obligation
Educational Record	Education (Pupil Information) (England) Regulations 2005, Regulation 5 and 6		Parents, Local school, Future educational establishments	Legal Obligation
Education Supervision Order	Children's Act 1989		Local Authority Next Educational Establishment	Legal Obligation
Pupil Information i.e. name, age address, Emergency contact details	Education (Information About Individual Pupils) (England) Regulations 2013, Regulation 3 and 5 Education Act 1996	Health (5 Necessary for the preventative or occupational medicine or for reasons of Public Task in the area of Public Health) Ethnicity/ Religion (6 Necessary for archiving, historical research or statistical purposes in the Public Task)	Department for Education (including the Youth Support Service), OFSTED, Local Authority, Future educational establishments, Arbor MIS	Legal Obligation
Medical / Dietary / allergies	Education (Information About Individual Pupils) (England) Regulations 2013, Regulation 3 and 5	Health (5 Necessary for the preventative or occupational medicine or for reasons of Public Task in the area of Public Health)	Department for Education, OFSTED, Local Authority, Future educational establishments, Arbor MIS	Legal Obligation
Exclusion (and suitable Education)	Education Act 1996 and 2002		Local Authority Next Educational Establishment	Legal Obligation

Information Type	Relevant legislation	Special Category–additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Information relating to the school or provision of education of pupils	Education Act 2005	Health (5 Necessary for the preventative or occupational medicine or for reasons of Public Task in the area of Public Health) Ethnicity (6 Necessary for archiving, historical research or statistical purposes in the Public Task)	Ofsted	Legal Obligation
Qualifying Complaint	Education Act 2005		Ofsted	Legal Obligation
Suitable Education for Illness	Education Act 1996	Health (5 Necessary for the preventative or occupational medicine or for reasons of Public Task in the area of Public Health)	Local Authority, Next Educational Establishment	Legal Obligation
Suitable Education (Not received for any other reason)	Education Act 1996		Local Authority, Next Educational Establishment	Legal Obligation
School Census	Education Act 1996, Sections 537 & 537A, and accompanying regulations		Department of Education, Arbor MIS	Legal Obligation
Single Central Record - Staff information, including personal details, DBS check, qualifications	Education Act 2005, section 114		Secretary of State, Warwickshire County Council, Disclosure and Barring Service	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
Data Collection Form (including all pupil personal information)	Health (5 Necessary for the preventative or occupational medicine or for reasons of Public Task in the area of Public Health) Religion (6 Necessary for archiving, historical research or statistical purposes in the Public Task)	Educaterers NHS Compass (School Nursing Service) Enhance Learning & Support (School Nurse) Police Supply Staff Next Educational Establishment EVOLVE (Educational Visits Software) Warwickshire County Council School Transport Department	Vital Interest
Accident Report – Personal Details	Health (5 Necessary for the preventative or occupational medicine or for reasons of Public Task in the area of Public Health) Religion	NHS Compass (School Nursing Service) Enhance Learning & Support (School Nurse) Warwickshire County Council Health & Safety Department	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
Pupil Image, First Names, Class		School Photography Provider School Website School Newsletter Media School Twitter Account Promotional Material	Consent
Pupil Name, DOB, Free School Meal Eligibility, Class, Year Group		Cool Milk	Consent
Class Lists		Parents	Consent
Data Collection Form (including all pupil personal information) Academic Achievement Medical Information		Local Authority for EHCP Purposes	Consent
Specific Consent – this will be requested if your child accesses one of these organisations			
Data Collection Form (including all pupil personal information) Academic Achievement Medical Information		Educational Psychologist	Consent
Data Collection Form (including all pupil personal information) Academic Achievement Medical Information		Jennifer Abbott (Play Therapist)	Consent
Data Collection Form (including all pupil personal information) Academic Achievement Medical Information		JUST IMAGINE	Consent
Data Collection Form (including all pupil personal information) Academic Achievement Medical Information		CAREER SEEKERS DIRECT	Consent
Data Collection Form (including all pupil personal information) Academic Achievement Medical Information		LIFESPACE	Consent
Data Collection Form (including all pupil personal information) Academic Achievement Medical Information		WCC MUSIC THERAPY	Consent

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, Evolve, Class Dojo, School Gateway, Compass+, Arbor MIS, Iris Adapt	Public Task
Academic Progress data including Leuven data, wellcom data, Learning journals, staff observations		OFSTED, Parents, Health such as Speech and Language	Public Task
Safeguarding information, Medical, Special Education Needs		Local Authority, Health, Parents, Arbor MIS, Compass+, Arbor MIS	Public Task
Educational and Safeguarding Information used internally for the purpose of educating and protecting the welfare of children.			Public Task
Pupil Attendance data		Local Authority, DfE, Other Local Authorities (Virtual Schools) - we use Wonde to support us with transferring the data and therefore they are also a third party with whom the data is shared, Arbor MIS	Public Task
CCTV Images		Staff, Trustees and Governors, Police and CPS	Public Task & Vital Interest
FOR VISITORS TO THE TRUST AND ITS SCHOOLS:			
Name		Sign-in App	Public Task
Contact Details		Sign-in App	Public Task
Car registration details		Sign-in App	Public Task
CCTV Images		Staff, School Governors, Police and CPS	Public Task & Vital Interest