



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

2025/26

Who are we?

The Arden Forest C of E Multi Academy Trust is the 'organisation responsible for your information (data controller)'. This means the Trust is responsible for how your personal information is processed and for what purposes.

Arden Forest C of E Multi Academy Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA415063

This Privacy Notice applies to all schools within the Arden Forest C of E Multi Academy Trust.

For day-to-day queries about how personal data is handled at your child's school, please contact the school directly. Trust-wide data protection queries can be sent to

AFMdatacontact@welearn365.com

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we process 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 use (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 organisation responsible for your information (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 your information 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? 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 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 the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils
- to share medical information with public health agencies

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 UK data protection law, 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. The lawful reasons we have for processing personal data are as follows:

1) To comply with the law

We collect and process 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 of your information 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 of your information that we may undertake on this basis and who we may share that information with 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. We only rely on consent where no other lawful basis applies, for example for photographs, videos or optional activities

Details of the type of processing your information 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 your information 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 bases and, where applicable, the additional conditions relied upon when we process special category personal data are described 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 (Warwickshire)
- the Department for Education (DfE)
- NHS
- Compass School Health
- Educational learning resources on line
- Local Public Health teams

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>.

National Pupil Database (NPD)

The Department for Education (DfE) holds and uses data about pupils in England in the National Pupil Database (NPD). Some of the information we share with the DfE is held in the NPD and may be shared by the DfE with third parties for research, statistics and the allocation of funding, where the law allows. For privacy information on the data the Department for Education collects and uses, please see: <https://www.gov.uk/government/publications/privacy-information-early-years-foundation-stage-to-key-stage-3>

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 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?

All personal data is stored in line with the MAT's Data Protection Policy and Record Retention Schedule. Personal data is only stored for as long as is necessary to complete the task for which it was originally collected

Transferring data internationally

Where personal data is processed by suppliers outside the UK, appropriate safeguards are in place, such as adequacy regulations or approved international data transfer agreements, in accordance with UK 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 personal data that is likely to cause, or is causing, damage or distress;
- prevent processing your information for the purpose of direct marketing;
- object to decisions being taken by automated means;

We do not make decisions about pupils or parents based solely on automated processing of your information (without human involvement).

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

in certain circumstances, restrict the processing personal data;

- where applicable, request that personal data is provided in a structured, commonly used and machine-readable format (data portability);
- withdraw consent at any time, where we rely on consent to process personal data;
- lodge a complaint with the Information Commissioner’s Office (ICO).

If you have a concern about the way we are collecting or processing your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

Review

The content of this Privacy Notice was reviewed and updated on the 26th January 2026.

The tables below provide additional transparency about the purposes of processing, the lawful bases relied upon, and the categories of organisations involved. They do not replace the Trust’s internal records of processing activities.

TABLE 1 — PROCESSING TO COMPLY WITH A LEGAL OBLIGATION

Purpose of processing	Categories of personal data	Lawful basis (Article 6)	Special category condition (Article 9)	Categories of recipients
Statutory education records and returns	Pupil identity details, attendance, exclusions, SEN status	Legal obligation	Substantial public interest – statutory and government purposes	Local Authority; Department for Education; approved statutory return systems
Safeguarding and child protection	Safeguarding records, welfare concerns, child protection information	Legal obligation	Substantial public interest – safeguarding of children	Local Authority; safeguarding partners; approved safeguarding systems
Public health and statutory reporting	Health information required by law	Legal obligation	Public health; substantial public interest	NHS; public health authorities

TABLE 2 — PROCESSING TO PROTECT VITAL INTERESTS

This lawful basis is used only in emergency or life-threatening situations.

Purpose of processing	Categories of personal data	Lawful basis (Article 6)	Special category condition (Article 9)	Categories of recipients
Emergency medical care and safeguarding	Medical information, allergy details, emergency contact information	Vital interests	Vital interests – where consent cannot be obtained	Emergency services; NHS; healthcare professionals

TABLE 3 — PROCESSING BASED ON CONSENT

Consent is only relied upon where no other lawful basis applies.

Purpose of processing	Categories of personal data	Lawful basis (Article 6)	Special category condition (Article 9)	Categories of recipients
Use of images and media	Photographs, video recordings	Consent	Explicit consent where required	Approved media and communication platforms
Participation in optional activities	Participation records, feedback	Consent	Explicit consent where applicable	Approved activity and engagement providers

TABLE 4 — PROCESSING TO PERFORM A PUBLIC TASK

Purpose of processing	Categories of personal data	Lawful basis (Article 6)	Special category condition (Article 9)	Categories of recipients
Provision of education	Pupil identity, attendance, assessment, behaviour	Public task	Substantial public interest – education legislation	Approved education system providers
Pupil wellbeing and pastoral care	Wellbeing information, SEN data	Public task	Substantial public interest	Approved pastoral and wellbeing systems
School improvement and feedback	Survey responses (pupils and staff, identifiable where stated)	Public task	Substantial public interest	Approved survey and analytics providers
Communication and engagement	Parent and pupil contact details, correspondence	Public task	Not applicable	Approved communication platforms