Privacy notice for parents and carers: use of your personal data

Kenilworth Primary School

Our Vision

'High Aspirations Today, Inspiring the Leaders of Tomorrow.'

PRIVACY NOTICE FOR PARENTS AND CARERS OF CHILDREN ATTENDING KENILWORTH PRIMARY SCHOOL

Last updated: November 2026

What is this notice for?

Kenilworth Primary School collects and uses information about your child and your family so that we can run the school effectively. This privacy notice is a summary of how we handle your information. Our full Data Protection Policy is available on our website or from the school office. This privacy notice explains:

- What information we collect
- Why we collect it
- Who we share it with
- Your rights

Who does this notice apply to?

This notice applies to parents and carers of pupils at our school.

The term "parent" has a wide meaning in education law. It includes:

- Natural or adoptive parents (whether married or not, and whether the father is named on the birth certificate or has parental responsibility)
- Anyone with parental responsibility for the child
- Anyone the child lives with

This means a child can have several ‘parents’ for education purposes. This notice also covers other family members we may hold information about, such as siblings, grandparents, aunts and uncles.

What information do we collect?

We collect and hold personal information about your child and your family and may receive information from:

- Your child's previous school or nursery
- Hertfordshire County Council (our local authority)
- The Department for Education (DfE)

The types of information we collect include:

1. Personal information

- Name, date of birth, address
- Unique pupil number
- Telephone numbers and email addresses

2. Characteristics

- Ethnicity, language, nationality, country of birth
- Medical conditions
- Free school meal/Pupil Premium eligibility
- Information about court orders affecting parenting arrangements

3. Attendance information

- Sessions attended
- Number and reasons for absences

4. Legal information

- Court orders or adoption information
- Child protection and safeguarding information (where applicable)

5. Special educational needs (SEN)

- Education, Health and Care (EHC) plans
- Supporting documents and interventions

6. Assessment information

- Progress and attainment data

In specific circumstances, we may also process sensitive information about your child, such as information about criminal proceedings or child protection matters. This only happens when necessary and lawful, and we take appropriate measures to keep this data secure.

Why do we collect and use this information?

We use your child's and your family's information to:

1. Support your child's learning
2. Monitor and report on your child's progress
3. Provide appropriate pastoral care
4. Assess the quality of our services
5. Comply with legal requirements for data sharing
6. Protect the welfare of your child and others (including our safeguarding obligations)
7. Ensure the safe and orderly running of the school
8. Promote the school
9. Communicate with parents and carers
10. Respond to investigations from regulators or complaints
11. Handle any legal proceedings

Our legal basis for using your information

We are required by law to pass certain information to our local authority and the Department for Education.

Under data protection law, we can only use personal information if we have a valid legal reason. We use your information because:

- **We have a legal obligation** – for example, we must share certain data with the DfE for the school census
- **It's necessary for a public task** – running a school is a task carried out in the public interest
- **It's in someone's vital interests** – for example, to protect a child's safety
- **We have your consent** – for example, to use photographs of your child on our website

For sensitive personal data (called "special category data"), we need an additional legal basis, such as:

- Your explicit consent
- To protect someone's vital interests
- For reasons of substantial public interest (such as safeguarding)

How do we collect information?

We collect information about your child when they join the school and update it during their time with us.

Most of the information we ask for is **mandatory** – we are required by law to collect it. Some information is **voluntary** – we will always tell you if you have a choice about providing information.

Where we need your consent (for example, to use photographs), you can withdraw this consent at any time.

How do we store your information?

We store personal data both electronically and in paper format:

- **Electronic data** is stored on our school database (Arbor) and cloud-based systems
- **Paper records** are kept in locked cupboards

We follow Information Records Management Society (IRMS) guidelines for how long we keep different types of records. You can find details of our retention periods in our Data Protection Policy.

We only keep your information for as long as necessary. Once you are no longer a parent or carer at our school, we will securely destroy your information in accordance with our retention schedule.

Who do we share information with?

We will not share information about your child with anyone without your consent unless the law allows or requires us to do so.

We routinely share information with:

- **Schools your child moves to** after leaving us
- **Hertfordshire County Council** (our local authority)
- **Your child's home local authority** (if different from Hertfordshire)
- **The Department for Education (DfE)**
- **Parent communication systems** (such as Arbor)
- **Hertfordshire Catering**
- **Our governing body** (anonymised data only)

We may also share information with:

- The police and law enforcement agencies
- NHS health professionals (including educational psychologists)
- Education Welfare Officers
- Social workers
- Courts (if ordered to do so)
- Prevent teams (under the Prevent Duty on schools)
- Other schools (with your consent)

- The Local Authority Designated Officer (LADO)
- CAFCASS (Children and Family Court Advisory and Support Service)
- Our legal advisors
- Our insurance providers

When we share information with third parties, we only share the minimum amount necessary and ensure they comply with data protection law.

The Department for Education and the National Pupil Database

School census

We are required by law to provide information about pupils to the DfE as part of the school census. This is a statutory data collection that takes place three times a year (autumn, spring and summer terms).

The law that requires this is the Education (Information about Individual Pupils) (England) Regulations 2013.

For more information about the school census, visit: https://www.gov.uk/education/data-collection-and-censuses-for-schools

National Pupil Database (NPD)

The DfE stores information about pupils in the National Pupil Database (NPD). This is used for research and to produce statistics about educational performance.

The DfE may share information from the NPD with third parties who promote the education or wellbeing of children in England. This only happens after a strict approval process that considers:

- Who is requesting the data
- Why it is needed
- How sensitive the data is
- How it will be stored and handled

Organisations must comply with strict terms and conditions about confidentiality, security and data retention.

For more information:

- About the NPD: https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information
- About DfE data sharing: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data
- To see who DfE has shared data with: https://www.gov.uk/government/publications/national-pupil-database-requests-received

To contact the DfE: https://www.gov.uk/contact-dfe

Your rights

Right to access your information (Subject Access Request)

You have the right to request access to the information we hold about your child. This is called a Subject Access Request.

If your child is mature enough, they can make their own request. For younger children, parents and carers can make requests on their behalf. Generally, children under 12 are not considered mature enough to understand their rights, but we assess this on a case-by-case basis.

How to make a request:

Contact our Data Protection Officer:

- **Mr Anil Mepani**

- **Email:** dpo@kenilworth.herts.sch.uk

We will respond within **one calendar month**.

Please note: We have limited staff resources during school holidays, so we encourage you to submit requests during term time where possible to help us respond promptly.

Your other rights

You also have the right to:

- **Withdraw consent** – if you have given consent for us to use information in a particular way
- **Request corrections** – if information we hold is inaccurate
- **Request deletion** – in certain circumstances
- **Object to processing** – if it is likely to cause damage or distress
- **Object to direct marketing**
- **Object to automated decision-making**
- **Request data portability** – to have your data transferred to another organisation in certain circumstances
- **Claim compensation** – if we breach our data protection responsibilities

No fee required

You will not normally have to pay a fee to access your information or exercise your other rights. However, we may charge a reasonable fee if your request is clearly unfounded or excessive.

What we may need from you

We may ask you to provide identification to confirm your identity before we provide information. This is a security measure to ensure information is not disclosed to unauthorised people.

How to withdraw consent

If you have given consent for us to use information in a specific way (for example, to use photographs of your child), you can withdraw this consent at any time.

To withdraw consent, please contact:

- **Email:** admin@kenilworth.herts.sch.uk

Once you withdraw consent, we will stop processing the information for that purpose, unless we have another legal basis to continue.

Making a complaint

If you have concerns about how we handle your personal information, please contact us first:

Data Protection Officer: Mr Anil Mepani

- **Email:** dpo@kenilworth.herts.sch.uk
- **Or write to:** Kenilworth Primary School

You also have the right to complain to the Information Commissioner's Office (ICO):

- **Phone:** 0303 123 1113
- **Email:** Via the ICO website at https://ico.org.uk/global/contact-us/email/
- **Post:** Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- **Website:** https://ico.org.uk/concerns/

Changes to this privacy notice

We may update this privacy notice from time to time. When we make substantial changes, we will provide you with a new notice and may notify you in other ways.

This notice was last updated in November 2026.

Contact us

If you have any questions about this privacy notice or how we handle your information, please contact:

Mr Anil Mepani (Data Protection Officer)

- **Email:** dpo@kenilworth.herts.sch.uk
- **Or write to:** Kenilworth Primary School