Privacy Notice

Pupils, Parents and Visitors

Document Control

Date	13.10.2025
Version Number	V3.0
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About us

Bourne Abbey C of E Primary Academy, Bourne Elsea Park C of E Primary Academy and Colsterworth C of E Primary School, as part of Abbey Academies Trust (the trust) is the "Controller" of the personal data provided to it. This means the trust is responsible for deciding what data it holds and how it is used.

This notice will explain more about how the trust processes your personal data.

Why do we collect your personal data?

We collect and use information about you to facilitate the delivery of education. This includes but is not limited to:

- Provision of education
- Monitoring and reporting on pupil progress
- Protecting pupil welfare and keeping children safe
- Providing appropriate pastoral care
- Assessing the quality of our services
- School meal provision
- Class list distribution
- Educational visits and after school clubs
- Youth support services and careers advice
- Collecting, processing and administering statutory data
- Specialist services for pupils or families who may need extra support
- Special educational needs reviews and plans
- Health and safety.

We will only collect information that we need to deliver educational services. As far as is reasonable and practicable, will ensure your information is accurate and kept up to date.

What personal data do we collect?

The information we collect about you is split into two categories that are determined by the definitions set out in law.

Personal data is information that identifies and relates to you, this may include:

- Personal contact details, such as name, address, telephone number and email address
- Date of birth
- Identification documents
- Pupil number
- Education records including assessment and attainment
- Attendance records
- Safeguarding information
- Behavioural and exclusion information
- Support and care package details

- Special educational needs including need and ranking
- Free school meal eligibility
- Emergency contact information
- Payment details
- CCTV footage
- Information about criminal convictions and offences
- Information about your use of our information and communication systems
- Photographs.

Special category data is personal data which is considered more sensitive and private in nature. This is information about your:

- Race or ethnic origin
- Physical or mental health
- Biometric data (such as a fingerprint)
- Religious or other beliefs
- Political opinions or affiliations
- Sex life or sexual orientation

Lawful bases for processing

We must ensure that we have a lawful basis to collect and use your information.

Most commonly we process personal data where:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest

And less commonly where:

- We have obtained consent
- We are processing based on our legitimate interests
- We need to protect an individual's vital interests

If the information you provide includes special category data, this requires a further lawful basis, the trust relies on:

- Reasons of substantial public interest

Who do we get your personal data from?

We typically collect personal data in the following ways:

- Provided directly by you / your child
- Provided directly by a parent / guardian on behalf of a child
- Provided by another professional organisation involved in the provision of services
- Provided to us by members of the public, sometimes anonymously.

Professional organisations may include other public sector bodies such as health, police services, other schools and local authorities. We may also receive information from government bodies and regulators such as the OFSTED and Department for Education.

Who do we share your personal data with?

Where necessary, and where the law allows, we may share your personal data with the following categories of recipients:

- Local authority
- Other schools
- Department for Education (DfE)
- National Pupil Database (NPD)
- Other Government departments and agencies
- Examining bodies
- Youth support services (pupils aged 13+)
- Health service provider i.e. school nurse and/or NHS
- Providers of goods and services
- Regulatory bodies e.g. OFSTED, Ofqual
- Professional advisors and consultants
- Researchers and external survey organisations
- Pupils' family and representatives
- Other parents (class lists, photographs)
- Charities and voluntary organisations
- Police forces, other law enforcement, courts and tribunals.

How long do we keep your data for?

We are required to retain your information for as long as is necessary, after which it will be securely destroyed in line with the trust's retention policy or the specific requirements of the organisation that has shared the data with us.

Retentions periods are defined within the trust's retention guidelines which are available on request.

How do we keep your data safe?

Your data is held securely and in accordance with the trust's Information Security Policy. The trust ensures that appropriate technical and organisational measures are in place to keep your information safe and to reduce the risk of loss and theft.

Access to personal data is strictly controlled.

Data protection training is made available to all staff and there are policies in place that all staff are required to abide by when processing personal data.

Where personal data is processed outside of the UK, it is protected by adequate measures such as an adequacy decision or appropriate safeguards.

Your information rights

You have several rights in relation to the information that the trust holds about you:

- Access - You have the right to ask us for copies of your personal information.
- Rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
- Object to processing - You have the right to object to the processing of your personal data in certain circumstances.
- Data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.
- Automated decisions and profiling – You have the right to prevent your information being processed and decisions being made about you solely by automated means (without any human involvement)
- Consent - where we have asked for your consent to process your personal data, you have the right to withdraw that consent at any time.

We are obliged to consider and respond to any such request within one month. Whilst we shall make every effort to respond within a timely manner, please allow for exceptions to this time period during school holidays.

Information Commissioner's Office

You can access further information about your rights and the trust's data protection obligations from the Information Commissioner's Office.

The Information Commissioner's Office is the independent regulator responsible for data protection and is able to consider any complaint you may have about the way your data has been processed.

For more information about the Information Commissioner's Office, please visit www.ico.org.uk.

Further Information

If you wish to submit a request, make a complaint or discuss the way in which your personal data is processed, please contact:

Duncan Pickering, DPO
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