THE QUILL C OF E TRUST

Parent and Pupil Privacy Notice

Version Control

Version	Date	Author	Changes Made
1.0	03.02.2023		Document created (SchoolPro TLC)
1.1	30.08.2024		Updates made to one section as per the DfE template updates. Update as follows: • Requesting access to your personal data - replaced entire section with new text (SchoolPro TLC)
1.2	31.10.2025		Revised complaint handling section to reflect Section 164A DPA 2018 (as amended by DUAA 2025). Individuals must now submit complaints directly to the organisation.

Privacy Notice - How we use pupil information

This abridged Privacy Notice explains how and why we store personal information about pupils and parents/carers. It provides a guide to parents/carers about our legal obligations and their own rights. Like any organisation which handles personal data, our school is defined as a 'Data Controller' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the Data Protection Act and UK General Data Protection Regulation. For the full Privacy Notice, please contact the school directly.

The categories of pupil information that we process

This list is not exhaustive. to access the current list of categories of information we process please contact the school.

For all pupils	Personal Information	Name, Date of Birth, Gender, Year Group, Class, Address, Contacts Dietary needs, dietary preferences Medical practice address and telephone number Medical conditions
	Characteristics	Ethnicity, language, nationality, country of birth
	Attendance Information	Sessions attended, number of absences, reasons for absence
	Academic attainment and progress records	Teacher Assessment grades Statutory assessment results Standardised score results Learning journey evidence (photographs and annotations) Other photographic evidence of learning Reports to parents (mid-year and end of year)
	Other	Pupil Surveys Incidental evidence of pupils' successes (certificates, photographs, named trophies, celebration events)
For some pupils (only if applicable)	Other	Free School Meals eligibility Court Orders Other pupil premium eligibility (such as if the child is looked after) Safeguarding records (incidents, external agency reports Special Educational needs records (professional assessments, external professionals' reports, referrals for external support) Pastoral records (referrals for support both internal and external, notes of discussions with pupils, pupils' jottings of thoughts and feelings) Exclusion information Behaviour incident records
All Parents/Carers*	Personal Information	Names, addresses, telephone numbers, email addresses, relationship to the child (of parents/carers and other given contacts) Free school meals eligibility evidence
	Other	Parents' surveys Letters sent to school Emails sent to school Financial payments, including debt (both manual and electronic)

*this refers to those with legal responsibility for the child

Why we collect and use pupil information

The personal data collected is essential for the school to fulfil their official functions and meet legal requirements. We collect and use pupil information, for the following purposes:

- To support pupil learning.
- To monitor and report on pupil progress.
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care.
- Informing decisions such as the funding of schools.
- Assessing performance and to set targets for schools.

- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements.
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care.
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy.
- To comply with the law regarding data sharing.
- To meet the statutory duties placed upon us for DfE data collections.

We use the parents/carer's data:

- To assess the quality of our services.
- To comply with the law regarding data sharing.
- To ensure financial stability.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are: (6a) Consent; (6c) A legal obligation; (6d) A duty to safeguard pupils; (6e) Public task.

Special categories of data are set out in Article 9 of the UK General Data Protection Regulation. The Quill CofE Trust will work within the conditions of GDPR - Article 9 of the UK GDPR: (9.2a) explicit consent; (9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law; (9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person; (9.2f) for the establishment, exercise or defence of legal claims; (9.2g) reasons of substantial public interest; (9.2j) for archiving purposes in the public interest.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

How we collect and store pupil information

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from the previous setting. We may also collect data from parent/carers directly.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information parents/carers provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the school administrator.

Who we share pupil information with

We routinely share pupil information with the following organisations. Our full Privacy Notice explains the reasons why we share data with these organisations:

- Schools that the pupil attends after leaving us.
- Our Local Authority.
- The Department for Education (DfE).
- Standards and Testing Agency (STA).
- Children's Social Care (when safeguarding pupils' welfare).
- External professionals who visit school (such as Educational Psychologists).

- Law enforcement officials such as the Police.
- The NHS.
- Suppliers and service providers with whom we have a contract.
- Voluntary organisations linked to the school.
- The Quill CofE Trust.

Requesting access to your personal data
The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact the Headteacher.

You also have the following rights:

- The right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- The right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- The right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- The right to ask us to delete your personal information – this is called 'right to erasure'.
- The right to ask us to stop using your information – this is called 'right to restriction of processing'.
- The 'right to object to processing' of your information, in certain circumstances.
- Rights in relation to automated decision making and profiling.
- The right to withdraw consent at any time (where relevant).
- The right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- Right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- Right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- Right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. If the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office. Alternatively, you can contact our Data Protection Officer which is SchoolPro TLC Ltd via DPO@schoolpro.uk.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint
Where we process your personal data based on your consent, you have the right to withdraw that consent at any time.

To request the withdrawal of your consent, please contact the Headteacher. We will respond to your request promptly and ensure that your data is no longer processed on the basis of consent, unless another lawful basis applies.

Under Section 164A of the Data Protection Act 2018, you have a statutory right to complain if you believe your personal data has been handled inappropriately. If you wish to raise a concern about how we process your personal data, please contact us directly at enquiries@thequillcofetrust.org. We will acknowledge your complaint within 30 days of receipt and take appropriate steps to investigate and respond without undue delay.

If you are not satisfied with our response, you may escalate your complaint to the Information Commission at: **Information Commissioner's Office**

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 13 November 2025.