



As a family we achieve

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

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### Who are we?

Middlemarch School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Middlemarch School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z8987292

You can contact the School as the Data Controller in writing at:

Middlemarch School, College Street, Nuneaton, CV10 7BQ or [head5202@welearn365.com](mailto:head5202@welearn365.com)

### What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use 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 process (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 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 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, 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.
- 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 General Data Protection Regulation, 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 information are as follows:

### **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 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 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 that we may undertake on this basis and who we may share that information 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.

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.

### **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 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 reasons for each type of special category personal information data that we process is set out 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 County Council, including the safeguarding and specialist SEND teams)
- the Department for Education (DfE)
- Local Public Health team
- O'track (assessment tracking)
- Social services
- Learning resources (Accelerated reader, Times Table Rock Stars)
- Cashless payment system (School money)
- Communication Platforms (such as Teachers 2 parents, Class dojo)
- ICTDS (IT Support provided by Warwickshire County Council)
- Suppliers of Photography or school wear (for school photographs, leavers' hoodies etc)
- After school/ external sports providers
- SEND report resources (TES Provision Map)
- Management Information System Provider (for keeping school records)

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>.

### **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.

### **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?**

In retaining personal information, the School complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with 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](mailto: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 of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- 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

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 at <https://ico.org.uk/concerns/>

**Table 1** – Personal information we are required to process to comply with the law:

| <b>Information Type</b> | <b>Relevant legislation</b>                                                                                                                                                                                                                                                                                                                                             | <b>Special Category – additional lawful reason</b> | <b>Third Parties with whom we share the information</b>                                                            | <b>Lawful reason for sharing</b> |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Pupil full name         | The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)                                                                                                                                                                                                                                                                          | n/a                                                | Local Authority<br>Department of Education<br>School to which pupil has transferred<br>Children's services, Police | Legal obligation                 |
| Gender                  | The Education (Information about Individual Pupils) (England) Regulations 2013 Regulation 3(2)                                                                                                                                                                                                                                                                          | N/A                                                | Local Authority<br>Department of Education<br>School to which pupil has transferred                                | Legal obligation                 |
| Date of Birth           | Education Act 1996, Section 537A - to complete the school census                                                                                                                                                                                                                                                                                                        | N/A                                                | Local Authority, DfE, Child's Future School, Police<br>Children's services                                         | Legal Obligation                 |
| UPN                     | <i>Education Act 1996, Section 537A - to complete the school census</i><br><br><i>Education (Pupil Information) (England) Regulations 2005 - to provide a common transfer file to the pupil's new school</i>                                                                                                                                                            | N/A                                                | Local Authority, DfE, Child's Future School,                                                                       | Legal obligation                 |
| Home Address            | <i>Education Act 1996, Section 537A - to complete the school census</i><br><br><i>Education (Pupil Information) (England) Regulations 2005 - to provide a common transfer file to the pupil's new school</i><br><br><i>Education (Information About Individual Pupils) (England) Regulations 2013 - to provide information to LA or Secretary of State upon request</i> | N/A                                                | Local Authority, Future School, DfE, Children's services, Police                                                   | Legal Obligation                 |
| Parent/Carer            | <i>Education (Pupil</i>                                                                                                                                                                                                                                                                                                                                                 |                                                    |                                                                                                                    | Legal obligation                 |

|                                                                                            |                                                                                                                                                                                                                                                                                                 |     |                                 |                  |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------------------|------------------|
| Name                                                                                       | <p><i>Information) (England) Regulations 2005 - to provide a common transfer file to the pupil's new school</i></p> <p><i>Education (Information About Individual Pupils) (England) Regulations 2013 - to provide information to LA or Secretary of State upon request</i></p>                  | N/A | Local Authority, Future School  |                  |
| Parent Home Address (if different to pupil)                                                | <i>Education (Information About Individual Pupils) (England) Regulations 2013 - to provide information to LA or Secretary of State upon request</i>                                                                                                                                             | N/A | Local Authority, DfE, Children' | Legal obligation |
| Ethnic Groups                                                                              | <i>Education Act 1996, Section 537A - to complete the school census<br/>+ data subject has given explicit consent</i>                                                                                                                                                                           | N/A | Local Authority, DfE            | Legal obligation |
| SEND Information (including details of provision, SEN Ranking type, details of needs etc.) | <p><i>Children and Families Act 2014, Part 3 - schools have a duty to keep information on the child's needs and provide the appropriate support</i></p> <p><i>Education Act 1996, Section 537A - to complete the school census</i></p>                                                          | N/A | Local Authority, DfE            | Legal obligation |
| Pupil Premium Information                                                                  | <p><i>The Free School Lunches and Milk, and School and Early Years Finance (Amendments Relating to Universal Credit) (England) Regulations 2018 , Regulation 6 - qualifications to receive pupil premium</i></p> <p><i>Education Act 1996, Section 537A - to complete the school census</i></p> | N/A | Local Authority, DfE            | Legal obligation |
| Attendance                                                                                 | The Education (Pupil                                                                                                                                                                                                                                                                            | N/A | Local Authority, HM Chief       | Legal Obligation |

|                                                                     |                                                                                                                                                                                                                                                                   |            |                                            |                  |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------------|------------------|
| Information (including details of absence and unauthorised absence) | Registration) (England) Regulations 10 - the register must be available for inspection by HM Chief Inspector and LA<br><br>The Education (Pupil Information) (England) Regulations, Schedule 2, paragraph 3 - attendance must be included in common transfer file |            | Inspector (DfE), Future School             |                  |
| Admissions Register                                                 | The Education (Pupil Registration) (England) Regulations 10 - the register must be available for inspection by HM Chief Inspector and LA                                                                                                                          | N/A        | Local Authority, HM Chief Inspector (DfE), | Legal obligation |
| Assessment results                                                  | Legal Obligation <i>Education Act 1996, Section 537A</i> - to complete the school census                                                                                                                                                                          | N/A        | DfE, L.A                                   | Legal obligation |
| Accident Forms                                                      | Legal Obligation Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - to keep records of any incidents                                                                                                                                    | N/A        | Local Authority ,HSE                       | Legal obligation |
| Common Transfer File                                                | Legal Obligation <i>Education (Pupil Information) (England) Regulations 2005, Regulation 9</i> - requirement to transfer pupil information to a new school when the pupil moves                                                                                   | <b>N/A</b> | Pupils' new school(s)                      | Legal obligation |

**Table 2** – Personal information we are required to process as it is necessary to protect someone’s vital interests

| <b>Information Type</b>                                                                    | <b>Special Category - additional lawful reason</b>                                                                                                                 | <b>Third Parties with whom we share the information</b>                                            | <b>Lawful reason for sharing</b> |
|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------|
| Medical information including allergies                                                    | Processing is necessary for the purposes of preventive or occupational medicine<br><br>Processing is necessary to protect the vital interests of the data subject. | Emergency services                                                                                 | Protection of vital interests    |
| SEND Information (including details of provision, SEN Ranking type, details of needs etc.) | Processing is necessary to protect the vital interests of the data subject - where the SEND information includes medical information                               | NHS bodies, emergency services                                                                     | Vital Interest                   |
| Doctors Details                                                                            |                                                                                                                                                                    | Emergency services                                                                                 | Vital Interest                   |
| Safeguarding Information (including Looked After Child Status, Care Provisions, reports)   | Processing is necessary to protect the vital interests of the data subject - if this contains special category data                                                | Local Authority Future School, Children's services, Welfare Call Group, Virtual school (LA) Police | Vital Interest                   |

**Table 3** - Personal information we are required to process with the consent of the individual to whom that information 'belongs'

| <b>Information Type</b>                     | <b>Special Category - additional lawful reason</b> | <b>Third Parties with whom we share the information</b>                                                                                    | <b>Lawful reason for sharing</b> |
|---------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Surname                                     | N/A                                                | Photography company, Children's services, health agencies, safeguarding, support agencies, - WeMatter, PSA, Teachers2parents, School Money | Consent                          |
| Gender                                      | N/A                                                | Children's services, health agencies, safeguarding, support agencies                                                                       | Consent                          |
| Date of Birth                               | N/A                                                | Children's services,                                                                                                                       | Consent                          |
| Parent/Carer Name                           | N/A                                                | Other agencies: health and educational support, safeguarding, PSA, Public Health, Teachers2parents, School Money                           | Consent                          |
| Parent Home Address (if different to pupil) | N/A                                                | Other agencies: health and educational support, safeguarding, PSA, Public Health,                                                          | Consent                          |
| Parent Contact Numbers                      | N/A                                                | Children's services, PSA, Teachers2parents, School Money                                                                                   | Consent                          |
| Parent Email Address                        | N/A                                                | PSA, Children's services, Teachers2parents, School Money                                                                                   | Consent                          |
| Assessment results                          | N/A                                                | Media organisations                                                                                                                        | Consent                          |
| Photographs                                 | N/A                                                | Local Authority, DfE, ,Primary Site, Photography Company, Prospectus, Local News Papers                                                    | 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 |
|---------------------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Full name                                   | N/A                                         | SIMS, CPOMS, Community Brands, Groupcall XoD, O'Track, Class DoJo, CSAWS, Times Table Rock Stars, NHS, Secure Disposal Company, Teachers 2 Parents, FFT, Accelerated reader, Star Maths, SLM Ltd (Pingles leisure centre for swimming lessons), Nuneaton Gymnastics, Learning village, THRIVE, TES Provision map, HSE, Warwickshire Music Service | Public Task               |
| Gender                                      | N/A                                         | SIMS, CPOMS, O'Track, NHS, Secure Disposal Company, ,FFT, Accelerated reader, Star Maths, TES Provison map, SLM Ltd (Pingles Leisure Centre for swimming lessons), Community Brands, Groupcall XoD,                                                                                                                                               | Public Task               |
| D.O.B                                       | N/A                                         | SIMS, CPOMS, Community Brands, Groupcall XoD, CSAWS, School Money, Teachers2Parents, O'Track, NHS, Future School, Police, FFT, THRIVE, TES Provision Map, Accelerated Reader, Star Maths, HSE, SLM Ltd (Pingles Leisure Centre for swimming lessons), Warwickshire Music Service                                                                  | Public Task               |
| UPN                                         | N/A                                         | SIMS, CPOMS, O'Track, THRIVE, Accelerated reader, Star Maths, TES Provision Map, Community Brands, Groupcall XoD                                                                                                                                                                                                                                  | Public Task               |
| Class/ Year group                           | N/A                                         | SIMS, CPOMS, Community Brands, Groupcall XoD, Teachers2Parents, SchoolMoney, O'Track, Class Dojo, Times Table Rockstars, Accelerated Reader, Star Maths, THRIVE, TES Provision Map, SLM Ltd (Pingles Leisure Centre, for swimming lessons), Warwickshire Music Service                                                                            | Public Task               |
| Parent/Carer name                           | N/A                                         | SIMS, CSAWS, Teachers2Parents, Class Dojo, School Money, Community Brands, Groupcall XoD,                                                                                                                                                                                                                                                         | Public Task               |
| Parent Home Address (if different to pupil) | N/A                                         | SIMS, , CSAWS, Community Brands, Groupcall XoD,                                                                                                                                                                                                                                                                                                   | Public Task               |
| Parent Contact Numbers                      | N/A                                         | SIMS, , Teachers2Parents, Police, SchoolMoney, Community Brands, Groupcall XoD,                                                                                                                                                                                                                                                                   | Public Task               |
| Parent Email Address                        | N/A                                         | SIMS, SchoolMoney, Teachers2Parents, Groupcall XoD,                                                                                                                                                                                                                                                                                               | Public Task               |
| Emergency Contact Details                   | N/A                                         | SIMS                                                                                                                                                                                                                                                                                                                                              | Public Task               |
| Ethnic Groups                               | N/A                                         | O'Track                                                                                                                                                                                                                                                                                                                                           | Public Task               |

|                                                                                             |     |                                                                                                                          |             |
|---------------------------------------------------------------------------------------------|-----|--------------------------------------------------------------------------------------------------------------------------|-------------|
| Child's First Language                                                                      | N/A | SIMS, Future School, TES Provision Map,                                                                                  | Public Task |
| Medical Information, including allergies                                                    | N/A | Local Authority, Child's GP, NHS organisations, TES Provision Map, SLM Ltd (Pingles Leisure Centre for swimming lessons) | Public Task |
| SEND Information (including details of provision, SEN Ranking type, details of needs etc.)  | N/A | SIMS, O'Track, TES Provision Map, Future School, FFT, SLM Ltd (Pingles Leisure Centre for swimming lessons)              | Public Task |
| Doctors Details                                                                             | N/A | Medical authorities, SIMS                                                                                                | Public Task |
| FSM entitlement (including information relating to parental income and receipt of benefits) | N/A | SIMS, O'Track, FFT, TES Provision Map                                                                                    | Public Task |

|                                                                                          |     |                                                                                                                   |             |
|------------------------------------------------------------------------------------------|-----|-------------------------------------------------------------------------------------------------------------------|-------------|
| Pupil Premium Information                                                                | N/A | SIMS, SchoolMoney Community Brands, Groupcall XoD, Future School, O'Track, FFT, TES Provision Map                 | Public Task |
| Safeguarding Information (including Looked After Child Status, Care Provisions, reports) | N/A | Local Authority, SIMS, Future School, Children's services, Welfare Call Group, Virtual school (LA), CPOMS, Police | Public Task |
| Behaviour Information                                                                    | N/A | Local Authority, SIMS, CPOMS, Future School,                                                                      | Public Task |
| Attendance Information (including details of absence and unauthorised absence)           | N/A | SIMS, CSAWS, O'Track, Accelerated reader, Star Maths, TES Provision Map,                                          | Public Task |
| Assessment results                                                                       | N/A | O'Track, Accelerated Reader, Star Maths, Future School, SIMS                                                      | Public Task |
| Progress reports                                                                         | N/A | SIMS, O'Track Future School, Accelerated reader, Star Maths                                                       | Public Task |
| Dinner/Trips/Records/Payments                                                            | N/A | School Money, Community Brands, Groupcall XoD,                                                                    | Public Task |
| Education, Health and Care Plans                                                         | N/A | TES Provision Map, O'Track, SIMS                                                                                  | Public Task |
| Previous School                                                                          | N/A | Local Authority, DfE, SIMS, Future School,                                                                        | Public Task |