



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

2025/26

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## Who are we?

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

The Futures Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA154781.

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

[admin@parkgate.coventry.sch.uk](mailto:admin@parkgate.coventry.sch.uk) or Parkgate Primary School, Parkgate Road, Coventry, CV6 4GF.

## 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 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, dietary requirements and religious beliefs
- 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, previous or future schools
- 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.
- CCTV
- Photographs

### **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 health professionals
- to celebrate pupil achievements
- to notify of behaviour issues
- administer admissions waiting lists

### **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:

- Local Authority – to meet our legal obligation to share certain information with it such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Suppliers and Service providers – to enable them to provide the service we have contracted them for
- Financial Organisations
- Central and Local Government
- Our Auditors
- Health Authorities
- Security organisations
- Health and Social Welfare Organisations
- Alternative Provision
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

- Professional bodies

### **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 Academy Trust by law. We therefore are required to this 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 Academy Trust 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 Academy Trust 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.

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. Please see [What Are Your Rights With Respect of Your Personal Data](#).

### **We have a legitimate interest**

Occasionally we have reasons to process information which fall outside of our usual day-to-day school functions. Details of the type of processing that we may undertake on this basis are set out in Table 5.

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. Please see [What Are Your Rights With Respect of Your Personal Data](#).

## 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
- Local Authority – to meet our legal obligations to share certain information with it such as safeguarding concerns and exclusions
- The Department for Education (DfE)
- School nurse, Compass
- Public Health and other public health, social and welfare agencies, CAMHS
- Alternative Provision
- Information Management software:
  - DfE (ASP, Collect, CTF, S2S, STA, Synergy), Apple (iCloud), SIMS, CPOMS, Wonde, Wonde Evouchers, PaperCut, ParentPay, StudyBugs, Microsoft Office365 & Azure, Evolve, Salamander, Cloud Design Box, Juniper Education, Cool Milk, Entree
- Educational apps:
  - Accelerated Reader, Active Learn, Bug Club, Century - Tech, Class DoJo, Conkaa Medical Tracker, Flash Academy, FFT Aspire, FFT Phonics, FFT TWL, GL Assessments, Numbots, Quizlet, Power Maths/School Jam, Seesaw, Sonar Tracker, Speech Link, Spelling Shed, Showbie, Thrive, Times Table Rock Stars, Test Base
- Conferencing software for homework and home learning: Microsoft O365 & Azure
- Pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Financial Organisations
- Central and Local Government
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

- Schools in The Futures Trust – Barr’s Hill, Camp Hill, Coundon Court, Keresley Grange, Keresley Newland, Parkgate, President Kennedy, Redmoor, Stoke Park and The Hinckley School.
- School Photographer (Braiswick Photography)
- Professional Data Destruction company: Green Plan-It

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-collectionand-censuses-for-schools>.

**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 Academy Trust 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 Academy Trust complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the Academy Trust are required to retain the information.

A copy of those schedules can be requested from the Trust or School.

**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 contact via email at [admin@parkgate.coventry.sch.uk](mailto:admin@parkgate.coventry.sch.uk) or 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.**

Where the school/academy trust process data for the purposes of legitimate interests or to fulfil their public task, individuals have a right to object to the processing where it is likely to cause, or is causing, harm or distress. When exercising this right, individuals should contact the school/academy trust to inform them of their reasons for their objection. The school/academy trust will consider the reasons for any objection and assess the risk to the individual against the purposes for the processing. In the event the school/academy trust is unable to comply with an objection, we will ensure we can demonstrate compelling legitimate grounds to continue with the processing.

You also have the right to:

- 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
- rectify incorrect information
- object to processing of personal data that is likely to cause, or is causing, damage or distress; please note that this is not an absolute right and you will need to provide reasons for your objection

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/>

### **Review**

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 in September 2025. This privacy notice is reviewed annually or earlier in response to statutory

**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> |
|-------------------------|--|---|---|----------------------------------|
| Student's full name     | <i>The Education (information about Individual Students) (England) Regulations 2013 Regulation 3 (2)</i><br><br><i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - to keep records of any incidents</i> | N/A   | Local Authority<br>DfE<br>Future School<br>Alternative Provision<br>SIMS, CPOMS, Microsoft 365,<br>Copilot Chat AI & Azure,<br>Conkaa Medical Tracker | Legal Obligation                 |
| Student's gender        | <i>The Education (information about Individual Students) (England) Regulations 2013 Regulation 3 (2)</i><br><br><i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - to keep records of any incidents</i> | N/A   | Local Authority<br>DfE<br>Future School<br>Alternative Provision<br>SIMS, CPOMS, Microsoft 365,<br>Copilot Chat AI & Azure,<br>Conkaa Medical Tracker | Legal Obligation                 |
| Student's date of birth | <i>The Education (information about Individual Students) (England) Regulations 2013 Regulation 3 (2)</i><br><br><i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - to keep records of any incidents</i> | N/A   | Local Authority<br>DfE<br>Future School<br>Alternative Provision<br>SIMS, CPOMS, Microsoft 365,<br>Copilot Chat AI & Azure,<br>Conkaa Medical Tracker | Legal Obligation                 |
| Unique Student number   | <i>The Education (information about Individual Students) (England) Regulations 2013 Regulation 3 (2)</i><br><br><i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - to keep records of any incidents</i> | N/A   | Local Authority<br>DfE<br>Future School<br>Alternative Provision<br>SIMS, CPOMS, Microsoft 365,<br>Copilot Chat AI & Azure,<br>Conkaa Medical Tracker | Legal Obligation                 |
| Student's home address  | <i>The Education (information about Individual Students) (England) Regulations 2013 Regulation 3 (2)</i>   | N/A   | Local Authority<br>DfE<br>Future School   | Legal Obligation                 |

|  |   |  |   |                  |
|--|---|--|---|------------------|
|  | <i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - to keep records of any incidents</i>  |  | Alternative Provision<br>SIMS, CPOMS, Microsoft 365,<br>Copilot Chat AI & Azure,<br>Conkaa Medical Tracker  |                  |
| Parent/Carer Name & Contact Details        | <i>Children Act 2004, section 11 - schools have a duty to make arrangements to ensure their functions are discharged with regard to the need to safeguard and promote the welfare of children, including sharing information with social services</i><br><br><i>Education (Information About Individual Pupils) (England) Regulations 2013, reg 5 - to provide information to LA or Secretary of State upon request</i><br><br><i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - to keep records of any incidents</i> | N/A  | Local Authority<br>DfE<br>Future School<br>Alternative Provision<br>SIMS, CPOMS, Microsoft 365,<br>Copilot Chat AI & Azure,<br>Conkaa Medical Tracker | Legal Obligation |
| Student Emergency Contact Details          | <i>Education (Pupil Registration) (England) Regulations 2006, Regulation 5 - Note of at least one telephone number at which the parent can be contacted in an emergency</i><br><br><i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - to keep records of any incidents</i>   | N/A  | Local Authority<br>DfE<br>Future School<br>Alternative Provision<br>SIMS, CPOMS, Microsoft 365,<br>Copilot Chat AI & Azure,<br>Conkaa Medical Tracker | Legal Obligation |
| Ethnicity, Religion, EAL                   | <i>Education Act 1996, Section 537A - to complete the school census &amp; Substantial Public Interest, Para 6, Schedule 1 DPA2018 - in exercise of a function conferred on a person by enactment or rule of law.</i>  | Reasons of substantial public interest (Equality of opportunity or treatment). | Local Authority, DfE,<br>Alternative Provision<br>SIMS, CPOMS, Microsoft 365,<br>Copilot Chat AI & Azure  | Legal Obligation |
| Student's medical/dietary/allergies record | <i>Children and Families Act 2014, section 100 - schools have a duty to support pupils with a medical condition</i>   | Necessary for preventative or occupational medical care                        | Local Authority<br>DfE<br>SIMS, CPOMS, Microsoft 365,   | Legal Obligation |

|   |   |   |   |                  |
|---|---|---|---|------------------|
|   | <i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - to keep records of any incidents</i>  |   | Copilot Chat AI & Azure, Social Services, Conkaa Medical Tracker  |                  |
| Special Educational Needs status, start date, details of needs and provision                                    | <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><br><i>Education Act 1996, Section 537A - to complete the school census</i>   | N/A   | Local Authority, DfE, child's future school, Alternative Provision<br>SIMS, CPOMS, Microsoft 365, Copilot Chat AI & Azure               | Legal Obligation |
| Eligibility for Free School Meals and Pupil Premium Indicator   | <i>Education Act 1996, section 512 - requirement to provide free school meals if the pupil is eligible</i><br><br><i>Education Act 1996, Section 537A - to complete the school census</i><br><br><i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - to keep records of any incidents</i> | N/A   | Local Authority, DfE, Alternative Provision<br>SIMS, CPOMS, Microsoft 365, Copilot Chat AI & Azure, Conkaa Medical Tracker              | Legal Obligation |
| Safeguarding Information (including Looked After Child Status, Care Provisions, reports)                        | <i>Education Act 2002, section 175</i><br><i>Children's Act 1989, Section 17, 47, 83.</i><br><i>Children's Act 2004, Section 11</i>   | Processing is necessary to protect the vital interests of the data subject - if this contains special category data | Local Authority, Police, Health and Welfare Professionals, Alternative Provision<br>SIMS, CPOMS, Microsoft 365, Copilot Chat AI & Azure | Legal Obligation |
| Details of exclusions: start and end dates, number of sessions, fixed length/permanent and reason for exclusion | <i>The Education (Information about Individual Students) (England) Regulations 2013</i><br><i>Regulation 3 (2)</i>  | N/A   | OFSTED<br>Local Authority<br>Alternative Provision<br>SIMS, CPOMS, Microsoft 365, Copilot Chat AI & Azure                               | Legal Obligation |
| Special Educational Needs status, start   | <i>Children and Families Act 2014, Part 3 - schools have a duty to keep information on</i>  | N/A   | Local Authority<br>DfE  | Legal Obligation |

|  |   |  |   |                  |
|--|---|--|---|------------------|
| date, details of needs and provision   | <i>the child's needs and provide the appropriate support</i><br><i>Education Act 1996, Section 537A - to complete the school census</i>   |  | Future School<br>Alternative Provision<br>SIMS, CPOMS, Microsoft 365,<br>Copilot Chat AI & Azure  |                  |
| Admissions Register  | <i>Education (Student Registration) (England) Regulations 2006, Regulation 4, 10, 11, 14 and 15</i>   | N/A  | Local Authority, HM Chief Inspector (DfE) , Alternative Provision<br>SIMS, CPOMS, Microsoft 365,<br>Copilot Chat AI & Azure             | Legal Obligation |
| Attendance records including whether absence was authorised/ unauthorised and reason for absence | <i>The Education (Information about Individual Students) (England) Regulations 2013 Regulation 3 (2)</i>  | N/A  | Local Authority, HM Chief Inspector (DfE), child's future school, Alternative Provision<br>SIMS, Microsoft 365, Copilot Chat AI & Azure | Legal Obligation |
| Educational Record, Curricular Record including Assessment and achievement data                  | <i>Education (Student Information) (England) Regulations 2005, Regulation 5 and 6</i><br>Education (Student Information) (England) Regulations 2005, Regulation 4   | N/A  | DfE, OFSTED<br>Local School<br>Local Authority, Alternative Provision<br>SIMS, Microsoft 365, Copilot Chat AI & Azure                   | Legal Obligation |
| Accident Forms   | <i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - to report certain incidents to HSE</i>  | N/A  | Local Authority, Conkaa<br>Medical Tracker  | Legal Obligation |
| Education, Health and Care Plans   | <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><br><br><i>Education Act 1996, Section 537A - to complete the school census</i> | Special Category Data is necessary for the purposes of preventive or occupational medicine | Local Authority, DfE, child's future school, Alternative Provision<br>SIMS, CPOMS, Microsoft 365,<br>Copilot Chat AI & Azure            | Legal Obligation |
| Common Transfer File   | The Education (Student Information) (England)   | N/A  | SIMS, DfE (S2S), Future School, Alternative Provision   | Legal Obligation |

|  |   |     |                 |                  |
|--|---|-----|-----------------|------------------|
|  | regulations 2006<br>Regulation 5 (1) (c)  |     |                 |                  |
| Mode of travel to school (if applicable) | <i>Education Act 1996 s508B - local authorities to provide travel arrangements for eligible children (usually those who are disabled or have special education needs). Therefore, the schools will need to share this information with the LA</i> | N/A | Local Authority | 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   | Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent' | Emergency services<br><br>Relevant School staff, i.e. Teachers/First Aiders | Vital Interest                   |
| Religious beliefs  | Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent' | Emergency services  | Vital Interest                   |
| SEND Information (including details of provision, SEN Ranking type, details of needs etc.) | 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  | N/A   | Emergency Services  | Vital interest                   |
| Education, Health and Care Plans   | Necessary for the purposes of preventive or occupational medicine - where this includes medical information   | NHS bodies, emergency services  | 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> |
|--|--|---|----------------------------------|
| Student's full name  | N/A  | Photography company - Braiswick Photography, WCC STS, WCC Ed Psych, NHS, Juniper Education - School Website   | Consent                          |
| Student Gender   |  | WCC STS, WCC Ed Psych, NHS  | Consent                          |
| Student DOB, UPN, Class  |  | WCC STS, WCC Ed Psych, NHS. Photography company – Braiswick Photography, Juniper Education - School website   | Consent                          |
| Student & Parent/Carer's Home Address  | N/A  | Health and Educational support, Safeguarding Professionals, Social Services, Microsoft 365, Copilot Chat AI & Azure, NHS  | Consent                          |
| Parent/Carer's Name, Address, Contact Details  | N/A  | Health and Educational support, Safeguarding Professionals, Social Services, Microsoft 365, Copilot Chat AI & Azure, NHS  | Consent                          |
| Student Assessment Results   | N/A  | Media organisations,  | Consent                          |
| Student's images (including video recordings)  | N/A  | School Newsletter, Local newspapers, School Prospectus, School Photography Company (Braiswick Photography), Juniper Education - School Website, Social Media (Facebook, Twitter, Instagram) | Consent                          |
| Parent name, DOB, National Insurance number, 30 hours eligibility code (Nursery Children only) | N/A  | Local Authority Synergy Data base (Nursery pupils only)<br>SIMS, Microsoft 365, Copilot Chat AI & Azure, Redstor Backup, Green Plan-It,   | Consent                          |

**Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task – please note that the right to object will apply to this processing, please see the section above that refers to ‘What are your rights with respect of your personal information?’**

| <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> |
|-------------------------|--|--|----------------------------------|
| Student Name            | N/A  | DfE (ASP, Collect, CTF, S2S, STA), Apple (iCloud), Coolmilk, Active Learn, Bug Club, Century - Tech, Class DoJo, Evolve, Flash Academy, GL Assessments, Wonde, Wonde Evouchers, Times Table Rock Stars, Numbots, Microsoft 365, Copilot Chat AI & Azure, NHS (Vaccinations), Power Maths/School Jam, Accelerated Reader, Seesaw, Sonar Tracker, Speech Link, Spelling Shed, Test Base, Thrive, PaperCut, ParentPay, StudyBugs, FFT Aspire, FFT Phonics, FFT TWL, Salamander, Cloud Design Box, Showbie, Green Plan-It, Entree  | Public Task                      |
| Student DOB             | N/A  | DfE (ASP, Collect, CTF, S2S, STA), Apple (iCloud), Coolmilk, Active Learn, Bug Club, Century - Tech, Class DoJo, Evolve, Flash Academy, GL Assessments, NHS (Vaccinations), Wonde, Wonde Evouchers, Times Table Rock Stars, Microsoft 365, Copilot Chat AI & Azure, Numbots, Quizlet, Power Maths/School Jam, Accelerated Reader, Seesaw, Sonar Tracker, Speech Link, Spelling Shed, Test Base, Thrive, ParentPay, StudyBugs, FFT Aspire, Showbie, Green Plan-It,  | Public Task                      |
| Student Gender          | N/A  | DfE (ASP, Collect, CTF, S2S, STA), Apple (iCloud), Coolmilk, Active Learn, Bug Club, Century - Tech, Class DoJo, Evolve, Flash Academy, GL Assessments, NHS (Vaccinations), Wonde, Wonde Evouchers, Power Maths/School Jam, Accelerated Reader, Seesaw, Sonar Tracker, Speech Link, Test Base, Thrive, ParentPay, StudyBugs, FFT Aspire, Showbie, Green Plan-It,   | Public Task                      |
| Student UPN             | N/A  | DfE (ASP, Collect, CTF, S2S, STA), Apple (iCloud), Coolmilk, Active Learn, Bug Club, Century - Tech, Class DoJo, Evolve, GL Assessments, Wonde, Wonde Evouchers, NHS, Local Authority, Microsoft 365, Copilot Chat AI & Azure, Power Maths/School Jam, Accelerated Reader, Seesaw, Sonar Tracker, Spelling Shed, Test Base, Thrive, PaperCut, ParentPay, Salamander, StudyBugs, FFT Aspire, Green Plan-It,   | Public Task                      |
| Student Class/Year      | N/A  | DfE (ASP, Collect, CTF, S2S, STA), Apple (iCloud), SIMS, CPOMS, Coolmilk, Active Learn, Bug Club, Century - Tech, Class DoJo, Evolve, Flash Academy, GL Assessments, Wonde, Wonde Evouchers, Times Table Rock Stars, Microsoft 365, Copilot Chat AI & Azure, Numbots, NHS (Vaccinations), Local Authority, Microsoft O365 & Azure, Quizlet, Power Maths/School Jam, Accelerated Reader, Seesaw, Sonar Tracker, Speech Link, Spelling Shed, Test Base, Thrive, PaperCut, ParentPay, StudyBugs, FFT Aspire, FFT Phonics, FFT TWL, Salamander, Cloud Design Box, Showbie, Green Plan-It, Entree | Public Task                      |

|  |   |   |             |
|--|---|---|-------------|
| Parent/carer details   | N/A   | DfE (ASP, Collect, CTF,S2S, STA), Active Learn, Bug Club, Class Dojo, Compass, Evolve, Flash Academy, GL Assessments, NHS (Vaccinations), ParentPay, Studybugs, Seesaw, Spelling Shed, Wonde, Wonde EVouchers, Test Base, Thrive, FFT Aspire, Power Maths/School Jam, Accelerated Reader, Showbie, Green Plan-It, | Public Task |
| Student/Parent Address   | N/A   | DfE (ASP, Collect, CTF,S2S, STA), Compass, NHS (Vaccinations), ParentPay, Evolve, FFT Aspire, Thrive, Green Plan-It,  | Public Task |
| Emergency Contact details                                      | N/A   | Green Plan-It,  | Public Task |
| Student Ethnicity  | Special category reason - Reasons of substantial public interest (Equality of opportunity or treatment). or/and Health and Social Care: necessary for the purposes of preventive or occupational medicine | Compass, Evolve, GL Assessments, NHS, Local Authority, Sonar Tracker, Studybugs, Wonde, Test Base, FFT Aspire, Green Plan-It,   | Public Task |
| Student Religion   | Special category reason - Reasons of substantial public interest (Equality of opportunity or treatment). or/and Health and Social Care: necessary for the purposes of preventive or occupational medicine | Compass, GL Assessments, ParentPay, Studybugs, Wonde, Test Base, Green Plan-It,   | Public Task |
| Student First Language   | N/A   | Child's future school, SIMS, CPOMS, Century - Tech, Compass, Evolve, Flash Academy, GL Assessments, NHS, Local Authority, Microsoft 365, Copilot Chat AI & Azure, Sonar Tracker, Speech Link, Studybugs, Wonde, Test Base, FFT Aspire, Green Plan-It,   | Public Task |
| Medical information Including Dietary Restrictions & allergies | Necessary for preventative or occupational medical care   | Compass, Evolve, GL Assessments, ParentPay, Studybugs, Wonde, Wonde Evouchers, Green Plan-It,   | Public Task |
| Special Education Needs  | Reasons of substantial public interest (Equality of opportunity or treatment). or/and   | Redstor Backup, Renaissance, Century - Tech, Compass, Evolve, Studybugs, Wonde, FFT Aspire, MyON, Freckle Maths, NHS, Test Base, O Track, Green Plan-It,  | Public Task |

|  |   |  |             |
|--|---|--|-------------|
|  | Health and Social Care: necessary for the purposes of preventive or occupational medicine   |  |             |
| Doctors Details  | N/A   | Other medical and interventional authorities, SIMS, Microsoft 365, Copilot Chat AI & Azure, Green Plan-It,   | Public Task |
| FSM entitlement  | Reasons of substantial public interest (Equality of opportunity or treatment). or/and Health and Social Care: necessary for the purposes of preventive or occupational medicine | ParentPay, Studybugs, Century - Tech, Compass, Evolve, Accelerated Reader, GL Assessments, Sonar Tracker, Speech Link, Test Base, Wonde, Green Plan-It, Conkaa Medical Tracker | Public Task |
| Pupil Premium Indicator  | Reasons of substantial public interest (Equality of opportunity or treatment). or/and Health and Social Care: necessary for the purposes of preventive or occupational medicine | Century - Tech, Compass, Evolve, Wonde, GL Assessments, Sonar Tracker, Speech Link, Test Base, Green Plan-It,  | Public Task |
| Educational and Safeguarding Information used internally for the purpose of educating and protecting the welfare of children | Reasons of substantial public interest on the basis of 'safeguarding children or individuals at risk'   | FFT Aspire, Microsoft 365, Copilot Chat AI & Azure, Sonar Tracker, Wonde, Green Plan-It,   | Public Task |
| Student Exclusion Data   | N/A   | FFT Aspire, Wonde, Green Plan-It,  | Public Task |
| Student Behaviour Data   | N/A   | Local Authority, DfE, SIMS, CPOMS, Wonde, Child's Future School, Compass, Microsoft 365, Copilot Chat AI & Azure, Green Plan-It,   | Public Task |
| Student Attendance Data  | N/A   | Compass, Studybugs, Wonde, FFT Aspire, Green Plan-It,  | Public Task |

|   |     |   |   |
|---|-----|---|---|
| Student Admissions Register             | N/A | Compass, Wonde, Green Plan-It,  | Public Task   |
| Assessment Results                      | N/A | Compass, Wonde, FFT Aspire, GL Assessments, Test Base, Green Plan-It,   | Public Task   |
| Academic Progress Data                  | N/A | DfE (ASP, Collect, CTF), SIMS, Wonde, FFT Phonics, FFT TWL, Flash Academy, Quizlet, Sonar Tracker, Speech Link, Test Base, Spelling Shed, Times Table Rock Stars, Numbots, Accelerated Reader, Green Plan-It, | Public Task   |
| Student Accident Forms                  | N/A | Green Plan-It,  | Public Task   |
| Student Dinner & Trips Records/Payments | N/A | SIMS, Microsoft 365, Copilot Chat AI & Azure, Studybugs, Evolve, ParentPay, Green Plan-It,  | Public Task   |
| Student Photograph                      | N/A | SIMS, CPOMS, Microsoft 365, Copilot Chat AI & Azure, Studybugs, Local Authority, DfE, Wonde, Seesaw, Green Plan-It,   | Public Task (photos are used for identification purposes) |
| CCTV Footage                            | N/A | Local Authority, Police   | Public Task   |
| Milk Records                            | N/A | Local Authority, DfE, Coolmilk, Green Plan-It,  | Public Task   |
| Student Previous School                 | N/A | Local Authority, DfE, SIMS, Future School, Microsoft 365, Copilot Chat AI & Azure, Green Plan-It,   | Public Task   |
| Common Transfer File                    | N/A | Green Plan-It,  | Public Task   |

Table 5 - Personal information we process because we have a legitimate interest

| <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> |
|------------------------------------|--|---|----------------------------------|
| Images captured on our CCTV system | n/a  | This is not shared routinely                            | n/a                              |