

Kingsley Primary School

Privacy Notice



About this notice

This notice explains what information Kingsley Primary School keeps about pupils and their families, why we need it, who we share it with, and what your rights are. It is written for parents and carers, and for school staff who may be asked about how we use information.

In short

- We only collect the information we need to teach, support and look after your child, and to run the school.
- Most of it we are required to collect by law, so we do not need to ask your permission.
- Where we do need your permission (for example, to use photos on our website), we will always ask, and you can change your mind at any time.
- We only share information when the law allows it, and only what is needed.
- You can ask to see the information we hold, and you can talk to us or our Data Protection Officer if you have any concerns.

For staff: if a parent asks how we use their information, you can point them to this notice. Any questions you cannot answer should go to the school office or our Data Protection Officer.

This notice was last updated in October 2026 and is reviewed every year.

Who are we?

Kingsley Primary School is responsible for the information we hold about pupils and their families. In data protection law, this makes us the “data controller”.

You can contact the school at:

Kingsley Primary School
Taybrooke Avenue
Hartlepool
TS25 5JR
01429 273192
Email: admin@kingsleyschool.org.uk

We also have a Data Protection Officer (DPO), The Compliance Team from ADNS Group. Their job is to check that we handle information properly, to give us advice, and to help you if you have a question or concern.

Data Protection Officer
Compliance Team (ADNS Group)
5 Eggleston Court,
Riverside Park, Middlesbrough TS2 1RU
compliance@adnsgroup.com
01642 248750



What information do we collect?

We collect information about pupils and their parents or carers, including:

- Names, dates of birth, addresses and pupil numbers
- Contact details for parents, carers and emergency contacts
- Free school meal eligibility
- Attendance records
- Assessment results and progress
- Behaviour records
- Photographs and videos
- Lunch choices and dietary needs
- Use of school computers and online learning tools
- School transport arrangements (where this applies)
- Accidents, incidents and first aid

Some information is more sensitive, so the law asks us to take extra care with it. We only collect it when we need to, and only staff who need it can see it. This includes:

- Health and medical needs
- Special educational needs and disabilities (SEND)
- Ethnicity and religion
- Safeguarding information. In rare cases, this could include very personal information, such as about a child's relationships or sexual orientation. We would only record this where it is needed to keep a child safe.

Allergies and medical emergencies: if your child has a serious allergy or a medical condition that might need emergency care, we make sure every member of staff who might need to help knows about it. This may include displaying your child's photo in staff-only areas so that staff can recognise them quickly.

Why do we need it?

We use this information to:

- Help your child learn, and track and report on their progress
- Look after your child's wellbeing and give pastoral support
- Check how well we are doing and improve what we offer
- Keep children safe (safeguarding)
- Meet our legal duties, such as sending information to the Department for Education
- Manage admissions, and moves to and from other schools
- Organise lunches, transport, trips, clubs and extra support
- Keep the school site safe and secure, including through CCTV (see our separate CCTV Privacy Notice for details)
- Keep in touch with you

We never make decisions about your child using computers alone. A member of staff is always involved.

When do we ask for your permission?

Most of the information we hold is needed to run the school and to meet our legal duties as a school, so the law allows us to use it without asking your permission.

Sometimes we will ask for your permission (also called consent) first. For example, we will ask before we put your child's photo on our website or social media. If you give permission, you can change your mind at any time by contacting the school office.

When we ask for information we are required to collect, we will tell you. If it is not provided, we may not be able to meet our legal duties or give your child the right support.

In a medical emergency, we will share the information needed to protect your child, even if we cannot reach you first.

The formal legal details are listed in the section called "The legal detail" at the end of this notice.

Where does the information come from?

Most of the information we hold comes from you. We may also receive information from:

- The Department for Education (DfE)
- Hartlepool Borough Council
- Your child's previous school or nursery
- Social care services-
- Doctors, nurses and other NHS services
- Educational psychologists and other specialist support services
- National assessment bodies

Who do we share it with?

We only share information when the law allows it, and we only share what is needed. We regularly share information with:

- Hartlepool Borough Council
- The Department for Education (DfE)
- NHS services, such as the school nursing team
- Companies that provide services to the school, such as our school management software, cloud and IT support, catering, and learning apps and websites (for example, [ADNS IT support, HBC catering services, Parent Pay, Times Tables Rock Stars, Tempest)
- Educational support services-
- Safeguarding partners-
- National assessment bodies

- Our professional advisers, auditors and insurers, where needed
- Other schools, when your child moves school

Companies that provide services to us can only use information in the way we tell them to, and must keep it secure. A list of the main companies is available from the school office.

Some of these companies may store information outside the UK. When this happens, we make sure the information has the same level of protection that it would have in the UK.

What do we send to the Department for Education?

By law, we must send some information about pupils to the Department for Education (DfE), either directly or through Hartlepool Borough Council. This is mainly through the school census, which happens several times a year. The DfE uses this information to decide school funding and to monitor how schools are doing.

Some of this information is kept in the National Pupil Database, which the DfE manages. The DfE may share information from it with others, such as researchers, under strict rules. To find out more, visit: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> and <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

You can ask the DfE what information it holds about you or your child. See the DfE's personal information charter at <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter> or contact the DfE at <https://www.gov.uk/contact-dfe>

How long do we keep it?

We only keep information for as long as we need it. How long depends on the type of record. For example, some safeguarding and SEND records must be kept for many years. We follow our Records Management and Retention Policy, which is based on national guidance for schools. When information is no longer needed, we dispose of it securely.

What are your rights?

You have the right to:

- Know how we use your information. This notice does that.
- Ask for a copy of the information we hold about you or your child. This is often called a "subject access request".
- Ask us to correct information that is wrong or incomplete
- Ask us to delete information, in some situations
- Ask us to limit how we use information, or object to us using it, in some situations
- Ask for your information in a format you can take elsewhere, where this applies
- Withdraw your permission at any time, where we have asked for it
- Complain to us, and to the Information Commissioner's Office (ICO)

Parents also have a separate right to see or have a copy of their child's school record. Ask the school office in writing and we will respond within 15 school days.

Children's rights: these rights belong to children too. From around the age of 12, children are usually considered old enough to understand their own rights, so if a parent makes a request about an older child, we may talk to the child as well.

To use any of these rights, contact the school office or our DPO.

How do I raise a concern?

If you are unhappy with how we have handled your information, please tell us first by contacting the school office. We will let you know we have received your complaint within 30 days and will respond as quickly as we can. You can also contact our DPO, using the details above.

If you are still not happy, you can complain to the Information Commissioner's Office (ICO), the UK's data protection regulator:

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113
Website: www.ico.org.uk

The legal detail

This section gives the formal legal details that data protection law requires us to include.

Data controller

Kingsley Primary School is the data controller under Article 4(7) of the UK General Data Protection Regulation (UK GDPR). We comply with the UK GDPR and the Data Protection Act 2018 (DPA 2018).

Lawful bases for processing (UK GDPR Article 6)

- Article 6(1)(c): legal obligation
- Article 6(1)(e): public task, under section 8 of the DPA 2018
- Article 6(1)(a): consent, for example for the use of photographs on our website or social media
- Article 6(1)(d): vital interests, for example in a medical emergency

Special category data (UK GDPR Article 9)

- Article 9(2)(g): substantial public interest, meeting the conditions in section 10 and Schedule 1, Part 2 of the DPA 2018, in particular paragraph 6 (statutory and government purposes) and paragraph 18 (safeguarding of children and individuals at risk)
- Article 9(2)(h): health and social care
- Article 9(2)(c): vital interests
- Article 9(2)(f): legal claims
- Article 9(2)(a): explicit consent

Main legislation and guidance

- Education Act 1996 and Education Act 2002
- Education and Adoption Act 2016
- Education (Information About Individual Pupils) (England) Regulations 2013, including regulation 5 (school census)
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989 and Children Act 2004
- Children and Families Act 2014
- Equality Act 2010
- Special Educational Needs and Disability Regulations 2014
- School Attendance (Pupil Registration) (England) Regulations 2024
- Keeping Children Safe in Education and Working Together to Safeguard Children (statutory guidance)

International transfers

Where personal data is processed outside the UK, we rely on UK adequacy regulations, the International Data Transfer Agreement (IDTA) or the UK Addendum to the EU Standard Contractual Clauses.

Retention

Our Records Management and Retention Policy are based on the Information and Records Management Society (IRMS) Records Management Toolkit for Schools.

Complaints

Complaints are handled in line with the complaint's requirements of the Data (Use and Access) Act 2025.