

# Batchwood School – Privacy Notice for Pupils and Parents/Carers

---

Last updated: July 2026

## 1. Who we are

Batchwood School is the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Mrs Katie Harris.

## 2. What personal data we collect

We collect and hold personal information relating to our pupils and their families, including: personal identifiers and contacts (name, DOB, address, contact details); characteristics (language, ethnicity, free school meal eligibility); attendance information (sessions attended, absences, reasons); assessment information (national curriculum assessment results, progress and attainment); special educational needs information; behavioural information (exclusions, behaviour records); safeguarding information; medical information (doctors, allergies, medication, dietary needs); photographs and videos; and CCTV images.

## 3. Why we collect and use your personal data

We use pupil data to: support pupil learning; monitor and report on pupil progress; provide appropriate pastoral care; protect pupil welfare and safeguard pupils; assess the quality of our services; administer admissions waiting lists; carry out research; comply with the law regarding data sharing.

## 4. Our lawful basis for using this data

Under the UK GDPR, the lawful bases we rely on for processing pupil information are:

Public task – processing is necessary for us to perform a task in the public interest or for our official functions as a school;

Legal obligation – processing is necessary for us to comply with the law, e.g. DfE census returns;

Vital interests – to protect someone's life;

Consent – for example, to use photographs in newsletters.

For special category data like health or SEN, we also meet conditions such as substantial public interest, health/social care, or explicit consent.

## **5. Collecting this information**

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **6. How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance if necessary to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.

## **7. Who we share this data with**

We routinely share pupil information with:

- the Department for Education (DfE); our local authority;
- the NHS and school nurse;
- third-party processors such as our MIS provider, catering provider, and payment systems;
- schools that pupils attend after leaving us.

We do not share information about pupils with anyone without consent unless the law and our policies allow us to do so.

## **8. International transfers of personal data**

Where we transfer personal data to a country or territory outside the UK, we will do so in accordance with UK data protection law. We ensure appropriate safeguards are in place, such as the International Data Transfer Agreement (IDTA).

## **9. Your rights regarding personal data**

Under data protection law, you have the right to:

- request access to your personal data;
- request rectification;
- request erasure;
- request restriction of processing;
- object to processing; request data portability.

You also have the right to withdraw consent at any time. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights, or where the child has provided consent. The Education (Pupil Information) (England) Regulations 2005 also gives parents the right to access their child's educational record.

## 10. Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Data Protection Officer: Mrs Katie Harris

Email: [gdprkharris@gmail.com](mailto:gdprkharris@gmail.com) or [admin@batchwood.herts.sch.uk](mailto:admin@batchwood.herts.sch.uk)

School contact: [head@batchwood.herts.sch.uk](mailto:head@batchwood.herts.sch.uk)

Alternatively, you can make a complaint to the Information Commissioner's Office: Report a concern online at <https://ico.org.uk/make-a-complaint/> Call 0303 123 1113 or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

This notice is based on the Department for Education's model privacy notice for pupils, amended to reflect the way we use data in this school.