



Privacy Notice for Pupils and Parents/Carers

Date agreed: September 2025

Reviewed : September 2026

Next Review: September 2027

1. Introduction

This Privacy Notice explains how **Irlam Primary School** collects, uses, stores and shares personal information about our pupils and their families. We are committed to protecting your data and being open about how we use it.

We are the **Data Controller** for the personal data we process.

2. The Personal Data We Collect

We collect and process information such as:

Personal identifiers

- Name, date of birth, gender
- Address and contact details
- Unique pupil number (UPN)

Family and emergency contact information

- Parent/carer names
- Contact details
- Relationship to the pupil

Safeguarding and welfare information

- Child protection records

- Notes from meetings
- Reports from external agencies

Educational information

- Attendance
- Assessment and progress data
- Behaviour, exclusions and achievements
- Special educational needs (SEN) details

Medical and health information

- Allergies or conditions
- Medication
- Health care plans

Lunch and trip arrangements

- School meal preferences
- Free school meal eligibility
- Trip consent information

Images and video

- Photos used for learning records, displays, website or social media (if consent is provided)

Technical information

- School IT system log-ins
 - Online learning platform activity
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3. Why We Use This Data

We process personal data to:

- Support teaching and learning
 - Monitor and report on progress
 - Provide pastoral care and safeguarding
 - Meet our statutory duties (e.g., census returns)
 - Communicate with parents and carers
 - Ensure health, safety and wellbeing
 - Organise school trips and events
 - Manage admissions
 - Meet legal obligations
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4. Legal Bases for Processing

We use personal data under the following UK GDPR legal bases:

- **Public task** – processing required to run the school
- **Legal obligation** – safeguarding, attendance, reporting to the DfE
- **Vital interests** – protecting someone in an emergency
- **Consent** – e.g., photographs for marketing or social media

We will always ask for consent where it is required, and you may withdraw it at any time.

5. How We Store and Protect Your Data

We store data securely using:

- Password-protected systems
- Restricted access
- Secure locked storage
- Encrypted digital files

We keep personal data only for as long as necessary. Full retention periods follow the **Information and Records Management Society (IRMS)** guidance for schools.

6. Who We Share Data With

We share information when necessary with:

- The Department for Education (DfE)
- Local Authority services (e.g., safeguarding, SEN)
- Health professionals (e.g., school nurse, NHS)
- External education providers
- Assessment and reporting platforms
- School photographers (consent-based)
- IT service providers who support our school systems

We only share the minimum information required and ensure all partners meet data protection standards.

7. Your Rights Under UK GDPR

You have the right to:

- Request access to your data (Subject Access Request)
 - Ask us to correct inaccurate information
 - Ask us to delete data (where legally possible)
 - Request that we limit how your data is used
 - Object to certain types of processing
 - Withdraw consent at any time
 - Complain to the Information Commissioner's Office (ICO)
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8. Contact Details

Data Protection Officer (DPO):

Name: John Cook

Email: john@cooklawyers.co.uk

School Contact:

Irlam Primary School

Liverpool

Email: irlam.primary@thelinkeducationtrust.co.uk

9. Updates to This Privacy Notice

We may update this notice at any time. The most recent version will always be available on our website or from the school office.