Haberdashers'
ABRAHAM DARBY
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Principal: J Edgar BA Hons; MSc Ed Man; MCCT

Privacy Notice for Parents/Carers – 2026

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**, and about **you as their parent or carer**.

Haberdashers' Abraham Darby is part of Haberdashers' West Midlands Academies Trust, which also runs Haberdashers' Adams. The Trust is the 'data controller' for both schools for the purposes of data protection law. It is registered with the Information Commissioner's Office under registration number Z1334199, and its registered address is Haberdashers' Adams, High Street, Newport, Shropshire, TF10 7BD.

⇨ Our Data Protection Officer is Rob Montgomery – Information Governance & Audit Manager, c/o Telford & Wrekin Council

⇨ Our Data Protection Lead is Mr Rob Slack, c/o Haberdashers' Abraham Darby

<u>The personal data we hold about pupils</u>

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 2 results, internal assessments, exam results and post-16 courses enrolled for)
- behavioural information (such as suspensions, exclusions and any relevant alternative provision put in place)
- details of any support received, including care packages, plans and support providers
- photographs and video
- CCTV images captured in school
- information about pupils' use of school IT systems, including internet filtering and monitoring records
- trips and activities
- catering and free school meal management

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

The personal data we hold about parents and carers

Personal data that we may collect, use, store and share (when appropriate) about you includes:

- your name, relationship to the pupil and contact details (address, telephone numbers and email address)
- whether you have parental responsibility, and any court orders or arrangements that affect who we can share information with
- information needed to check eligibility for free school meals or other funding
- payment records for meals, trips and other school activities (we do not store full card details)
- records of your communications with the school
- CCTV images if you visit the school site

Why we use this data

We use pupil data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare and keep children safe (for example food allergies and emergency contact details)
- Assess the quality of our services
- Administer admissions waiting lists
- Meet the statutory duties placed upon us for Department for Education (DfE) data collections
- Carry out research
- Comply with the law regarding data sharing

We use parent and carer data to:

- Contact you about your child's education, attendance and welfare, including in an emergency
- Manage payments for meals, trips and activities
- Meet our legal obligations, including safeguarding and complying with court orders
- Keep the school site safe and secure

Our lawful basis for using this data

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation (Article 6(1)(c) of the UK GDPR)
- We need it to perform an official task in the public interest, namely providing education (Article 6(1)(e))

Less commonly, we may also process personal data where:

- We have obtained consent to use it in a certain way (Article 6(1)(a)), for example using photographs of pupils on our website or social media
- We need to protect the individual's vital interests, or someone else's (Article 6(1)(d)), for example in a medical emergency

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the information we hold, such as ethnicity and health information, is 'special category' data. We only process this where we also meet a condition in Article 9 of the UK GDPR and Schedule 1 of the Data Protection Act 2018, most commonly:

- reasons of substantial public interest, such as safeguarding children and individuals at risk, statutory and government purposes, and equality of opportunity monitoring
- we have explicit consent
- it is needed to protect someone's vital interests where consent cannot be given
- it is needed for health or social care purposes
- it is needed to establish, exercise or defend legal claims

Information about criminal offences, such as safeguarding information received from the police, is only processed where Schedule 1 of the Data Protection Act 2018 allows it. We process special category and criminal offence data in line with our Appropriate Policy Document.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

Biometric data. If we use pupils' fingerprints (or other biometric data) for our cashless catering system, we will notify parents/carers and obtain written consent before processing, as required by the Protection of Freedoms Act 2012. You or your child can object at any time, and we will provide an alternative such as a PIN or card.

Collecting this information

We collect pupil information through admission and data collection forms, the Common Transfer File (CTF) or secure file transfer from previous schools, and directly from you and your child.

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection law, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice in this.

If the data we are requesting is mandatory, we will explain the possible consequences of not providing it.

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 at our school if this is necessary to comply with our legal obligations. Our Records Retention Policy, which follows the Information and Records Management Society's (IRMS) toolkit for schools, sets out how long we keep information.

We have security measures in place to prevent personal information from being accidentally lost, used or accessed without authorisation, altered or disclosed, and procedures to deal with any suspected data breach.

Data sharing

We do not share information about pupils or parents with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information with:

- Our local authority, Telford & Wrekin Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns, attendance concerns and suspensions
- Schools and colleges that pupils attend after leaving us
- The Department for Education

- The pupil's family and representatives
- Educators and examining bodies
- Our regulator, Ofsted
- Suppliers and service providers, such as our management information, communication and online learning systems – to enable them to provide the services we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities, including the school nursing service
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts and tribunals
- Professional bodies

Where suppliers process data on our behalf, they must follow our instructions and keep the data secure.

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data. You can also contact the Department for Education with any further questions about the NPD: https://www.gov.uk/contact-dfe

Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Telford & Wrekin Council's youth support services, as it has legal responsibilities regarding the education or training of 13 to 19 year-olds under section 507B of the Education Act 1996. We continue to share information about pupils aged 16 and over for the same reason.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

We must share the pupil's name, address and date of birth. We will also share other information relevant to the provision of youth support services, unless a parent or carer asks us to share only the name, address and date of birth. This right transfers to the pupil once they reach the age of 16. To make this request, please contact our Data Protection Lead.

For more information about services for young people, please visit Telford & Wrekin Council's website.

Transferring data internationally

Some of our service providers may store data outside the UK. Where this happens, we make sure appropriate safeguards are in place, as required by UK data protection law.

Parents' and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

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 over their own data (usually under the age of 12), or where the child has given consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

We will normally respond within one month. This can be extended by up to two further months for complex requests, and we will tell you if this applies.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

As an academy, we are not covered by the regulations that give parents of pupils at maintained schools a separate right to see their child's educational record. A written request from a parent, or someone with parental responsibility, for access to their child's educational record will therefore be treated as a subject access request. If you would like to make a request, please contact our Data Protection Lead or Data Protection Officer using the details below.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person). We do not make decisions about pupils or parents based solely on automated processing
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Withdraw consent at any time, where we are relying on consent
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

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 first. You can do this using our data protection complaint form by contacting our Data Protection Officer or Data Protection Lead (see details below). We will acknowledge your complaint within 30 days and tell you the outcome without undue delay.

If you are not satisfied with our response, you can complain 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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Data Protection Lead
Mr R Slack
Haberdashers' Abraham Darby
Ironbridge Road, Madeley, Telford TF7 5HX
Tel: 01952 386000
Email: rob.slack@taw.org.uk

Data Protection Officer
Mr Rob Montgomery – Governance & Audit Mgr
Telford & Wrekin Council
Darby House, Telford TF3 4JA
Tel: 01952 383103
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This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.