



Children, Parents and Guardians Privacy Notice

Bentham Community Primary School

This Privacy Notice applies to children attending Bentham Community Primary School and Bentham Community Primary School Nursery, including two-year-olds, together with their parents, carers and legal guardians

Introduction

Bentham Community Primary School is committed to protecting the privacy and security of the personal information we hold about our pupils and their families.

This Privacy Notice explains:

- what personal information we collect;
- why we collect and use it;
- who we share it with;
- how long we keep it;
- how we keep it secure; and
- the rights that pupils, parents and carers have under UK data protection law.

We will always process personal information fairly, lawfully and transparently in accordance with the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018** and other relevant legislation.

This notice applies to all current and former pupils, parents, carers and legal guardians.

Who are we?

Bentham Community Primary School is the **Data Controller** for the personal information we hold about pupils and their families. This means the school decides why and how personal information is processed.

We only collect information that is necessary to educate, safeguard and support our pupils and to meet our legal responsibilities as a maintained school.

Contact Details

Bentham Community Primary School

Low Bentham Road
Bentham
Lancashire
LA2 7AF

Headteacher

Richard Wright

If you have any questions about this Privacy Notice or how the school uses personal information, please contact the Headteacher in the first instance.

Data Protection Officer

The school has appointed **Veritau Ltd** as its Data Protection Officer (DPO).

The DPO provides independent advice and monitors the school's compliance with data protection legislation.

Schools Data Protection Officer

Veritau Ltd
West Offices
Station Rise
York
YO1 6GA

Email: **schoolsDPO@veritau.co.uk**

Telephone: **01904 554025**

Please include the name of the school in any correspondence.

What personal information do we collect?

The school collects and processes personal information about pupils and, where appropriate, their parents, carers and legal guardians.

This may include:

Personal details

- name
- home address

- date of birth
- unique pupil number (UPN)
- contact details
- emergency contacts
- parental responsibility information

Educational information

- admissions information
- assessment results
- attainment and progress
- reports
- SEND information
- Education, Health and Care Plans (EHCPs)
- intervention records
- examination and assessment outcomes
- funded childcare eligibility information
- nursery session attendance
- funded hours information
- emergency collection arrangements

Attendance and behaviour

- attendance records
- lateness
- authorised and unauthorised absences
- exclusions and suspensions
- behaviour records
- positive achievements and rewards

Safeguarding information

Please refer to our school safeguarding policy for further information. Note also that we will running a 'governor run' nursery provision at the school from September 2026 with children being able to join us from two years old. For children attending our nursery, we work closely with parents, health professionals and early years services to ensure children receive appropriate care, support and safeguarding from the very beginning of their education.

Where necessary to keep children safe, we may process information relating to:

- child protection concerns
- safeguarding referrals
- social care involvement
- Child in Need or Child Protection Plans
- looked after children
- court orders
- professional involvement with families

Medical and wellbeing information

This may include:

- medical conditions
- allergies
- dietary requirements
- medication
- healthcare plans
- accident records
- mental health and wellbeing support
- Special Educational Needs information where relevant

For younger children attending the nursery, we may also collect information about personal care routines, toileting arrangements, sleep requirements, comforters, dietary preferences and allergies where this is necessary to ensure children are cared for safely and appropriately during the school day.

Early Years Information

For children attending our nursery we may also collect information relating to:

- funded childcare entitlement
- developmental progress
- Early Years Foundation Stage (EYFS) assessments
- learning journals
- toileting and personal care arrangements
- sleep routines (where appropriate)
- dietary requirements and allergies
- settling-in information
- parental permissions relating to nursery provision

Equality monitoring information

Where appropriate we may collect information relating to:

- ethnicity
- nationality
- first language
- religion or belief
- disability

Providing this information helps us meet our legal duties under equality legislation and monitor fairness across the school.

Images and recordings

With appropriate consent where required, we may use photographs, video recordings or audio recordings of pupils for educational purposes, displays, newsletters, the school website and social media.

Parents will always be informed of the school's arrangements regarding the use of images.

School life

We also collect information relating to:

- educational visits
- residential visits
- clubs and enrichment activities
- wraparound care
- school meal provision
- transport arrangements
- communications with parents and carers

IT systems

When pupils use the school's network or online learning systems we may process limited technical information, including:

- usernames
- login activity
- internet usage
- device information
- safeguarding and filtering records

This helps us keep pupils safe online, maintain network security and comply with our safeguarding responsibilities.

Why do we collect and use this information?

We use personal information to:

- provide a high-quality education for every pupil;
- monitor academic progress and attainment;
- support pupils' personal development and wellbeing;
- safeguard children and promote their welfare;
- meet our legal responsibilities under education legislation;
- provide appropriate SEND support and make reasonable adjustments where required;
- communicate effectively with parents and carers;
- administer school trips, clubs and enrichment activities;
- provide school meals and wraparound care;
- manage attendance, behaviour and pastoral support;
- keep pupils, staff and visitors safe;
- maintain secure IT systems;
- fulfil statutory reporting requirements to organisations such as the Department for Education and the Local Authority; and
- celebrate pupils' achievements through newsletters, displays, the school website and social media, where appropriate.
- administer government-funded early education and childcare places for eligible two, three and four-year-olds
- meet our statutory responsibilities under the Early Years Foundation Stage (EYFS)

We only collect and use personal information where there is a clear educational, legal or safeguarding purpose for doing so.

How We Use and Share Your Information

Our lawful basis for processing personal information

Under the UK General Data Protection Regulation (UK GDPR), we must have a lawful basis whenever we collect or use personal information.

For most of the information we process about pupils and their families, the school relies on one or more of the following lawful bases:

Article 6(1)(c) – Legal Obligation

We process personal information where we are required to do so by law. This includes meeting our statutory responsibilities under education, safeguarding and child protection legislation.

Article 6(1)(e) – Public Task

Most of the personal information we process is necessary for us to carry out our official functions as a maintained school and to provide education to our pupils.

Article 6(1)(a) – Consent

In some circumstances we will ask for your consent before processing personal information. This is most commonly used for:

- photographs and videos used for publicity;
- certain educational visits;
- some online learning platforms where consent is required; and
- other situations where consent is the most appropriate lawful basis.

Where we rely on consent, you have the right to withdraw it at any time. Withdrawing consent will not affect any processing already carried out before consent was withdrawn.

Article 6(1)(f) – Legitimate Interests

On limited occasions, the school may process personal information where it is necessary for our legitimate interests or those of another organisation, provided those interests are not overridden by the rights and freedoms of the individual.

Where this lawful basis is used, we will always consider whether the processing is fair, necessary and proportionate.

Special Category Personal Information

Some information we process is known as **Special Category Data** because it is more sensitive.

This may include information about:

- health and medical conditions;
- disabilities;
- Special Educational Needs;
- ethnicity;
- religion or beliefs;
- biometric information (if ever used);
- safeguarding concerns.

Where we process Special Category Data, we rely on additional lawful conditions under Article 9 of the UK GDPR, including:

- **Article 9(2)(a)** – Explicit consent (where appropriate)
- **Article 9(2)(g)** – Reasons of substantial public interest

The relevant conditions under Schedule 1 of the Data Protection Act 2018 include:

- safeguarding children and individuals at risk;
 - statutory and government purposes;
 - preventing or detecting unlawful acts; and
 - equality of opportunity or treatment.
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Where do we obtain personal information from?

Most personal information is provided directly by parents, carers or pupils.

We may also receive information from:

- previous schools or educational settings;
- the Local Authority;
- the Department for Education (DfE);
- NHS services and other healthcare professionals;
- Children's Social Care;
- Educational Psychologists;
- speech and language therapists;
- occupational therapists;
- CAMHS and other mental health services;
- police and other safeguarding partners where appropriate;
- examination or assessment providers; and
- other agencies working with children and families.

Information is only obtained where there is a lawful basis for doing so.

Who do we share personal information with?

We only share personal information where it is lawful, necessary and proportionate.

Depending upon the circumstances, information may be shared with:

- the Department for Education (DfE)
- North Yorkshire Council
- schools and educational settings that a pupil transfers to
- examination and assessment organisations
- NHS organisations and healthcare professionals
- Children's Social Care
- Educational Psychology Services
- Early Help services
- safeguarding partners
- school nursing services
- police and other emergency services where appropriate
- alternative education providers
- providers of educational visits and residential experience
- contracted school service providers
- IT system providers
- catering providers
- transport providers
- organisations providing wraparound childcare
- childcare funding teams within the Local Authority
- early years inclusion services
- health visiting teams (where appropriate)
- Family Hubs or Early Help services where appropriate.

The school also uses a range of secure educational software systems to support teaching, learning, communication, safeguarding and school administration.

Where personal information is processed by these providers, contracts are in place to ensure that information is handled securely and in accordance with UK data protection legislation.

The school does **not** sell personal information to third parties.

Department for Education

The Department for Education (DfE) collects information from schools and Local Authorities for a number of statutory purposes.

This information is used to:

- monitor educational performance
- develop national education policy
- allocate funding
- produce official statistics, and
- support research that improves educational outcomes.

Further information about how the DfE uses pupil information is available on the Department for Education website.

How long do we keep personal information?

The school only keeps personal information for as long as it is needed.

Retention periods are determined by:

- legal requirements
- Department for Education guidance
- the Information and Records Management Society (IRMS) Schools Toolkit
- operational need; and
- our Records Management and Retention Policy

When information is no longer required, it is securely destroyed or permanently deleted.

Some records may be retained for historical or archival purposes where this is permitted by law.

How do we protect personal information?

The school takes the security of personal information seriously.

We use a range of physical, technical and organisational measures to protect information from:

- unauthorised access;
- accidental loss;
- misuse;
- alteration;
- disclosure; and
- destruction.

These measures include:

- secure IT systems;
- password protection;
- encryption where appropriate;
- access controls;
- secure storage;
- staff training;
- confidentiality agreements; and
- regular monitoring of our information security arrangements.

All staff receive appropriate data protection and safeguarding training.

International transfers

Most of the personal information processed by the school is stored within the United Kingdom.

Some of our approved software providers may store or process information outside the UK.

Where this happens, we will ensure that appropriate safeguards are in place in accordance with UK GDPR. This may include:

- countries that have been recognised by the UK Government as providing an adequate level of protection;
- the use of the UK International Data Transfer Agreement (IDTA); or
- other legally recognised transfer mechanisms.

We will only transfer personal information internationally where appropriate safeguards are in place.

Your Rights and Further Information

Your rights under UK GDPR

The UK General Data Protection Regulation (UK GDPR) gives individuals a number of important rights regarding their personal information.

Depending on the circumstances, you have the right to:

The right to be informed

You have the right to know how and why we collect and use your personal information. This Privacy Notice explains how we do this.

The right of access

You have the right to request a copy of the personal information we hold about you or your child. This is sometimes known as a **Subject Access Request (SAR)**.

The right to rectification

If you believe that any personal information we hold is inaccurate or incomplete, you have the right to ask us to correct or update it.

The right to erasure

In certain circumstances, you have the right to ask us to delete personal information that we hold.

This right does not apply where the school is required by law to retain information or where there is another lawful reason for continuing to process it.

The right to restrict processing

You may ask us to limit how we use your personal information whilst concerns about its accuracy or use are investigated.

The right to object

In certain circumstances, you have the right to object to the processing of your personal information where we rely on a public task or legitimate interests as our lawful basis.

Rights relating to automated decision-making

Bentham Community Primary School does not make decisions about pupils or parents solely through automated processing or profiling that produces legal or similarly significant effects.

Children's information rights

As children grow older, they become increasingly able to understand and exercise their own data protection rights.

In general, the school will consider whether a pupil has sufficient understanding to make decisions about their own personal information. This will depend on the individual child's age and maturity.

As a guide, pupils aged **12 years and above** are often considered capable of understanding their own information rights. Where appropriate, the school may therefore consult directly with the pupil before responding to a request made by a parent or carer.

The welfare and best interests of the child will always remain our primary consideration.

How to exercise your rights

If you wish to exercise any of your data protection rights, please contact the Headteacher in the first instance.

If necessary, the school may ask you to provide proof of identity before responding to your request.

We will respond within the timescales required by UK data protection legislation.

Keeping your information accurate

It is important that the personal information we hold about your family is accurate and up to date.

Please let the school know promptly if any of the following change:

- your address;
- telephone numbers;
- email addresses;
- emergency contacts;
- medical information;
- parental responsibility arrangements;
- court orders affecting your child;
- or any other information that may affect your child's education, health or welfare.

Keeping this information up to date helps us safeguard pupils and communicate effectively with families.

How to contact us

If you have any questions about this Privacy Notice or how your personal information is used, please contact:

Richard Wright

Headteacher

Bentham Community Primary School

Alternatively, you may contact our Data Protection Officer:

Schools Data Protection Officer

Veritau Ltd

West Offices

Station Rise

York

YO1 6GA

Email: schoolsDPO@veritau.co.uk

Telephone: **01904 554025**

Please include the name of the school in any correspondence.

Complaints

We hope to resolve any concerns about how we use personal information quickly and fairly.

If you have any concerns, please contact the school or our Data Protection Officer in the first instance so that we can investigate and respond.

If you remain dissatisfied, you have the right to complain to the **Information Commissioner's Office (ICO)**, the UK's independent authority for data protection.

Information about how to make a complaint can be found on the ICO website or by contacting the ICO directly.

Telephone: **0303 123 1113**

Website: www.ico.org.uk

Changes to this Privacy Notice

We keep this Privacy Notice under regular review to ensure it reflects changes in legislation, guidance and school practice.

Where changes significantly affect the way we process personal information, we will take appropriate steps to inform parents, carers and pupils.

The latest version of this Privacy Notice will always be available from the school office and on the school website.

Document Control

Document Title	Pupils, Parents and Guardians Privacy Notice
Approved by	Headteacher
Responsible Officer	Headteacher
Data Protection Officer	Veritau Ltd
Policy Type	Statutory Privacy Notice
Date Approved	July 2026
Date Published	July 2026
Review Frequency	Annual
Next Review	July 2027

Equality Statement

Bentham Community Primary School is committed to ensuring that personal information is processed fairly, lawfully and transparently. We are committed to promoting equality of opportunity and ensuring that all pupils, parents and carers are treated with dignity and respect, regardless of their protected characteristics.

Frequently Asked Questions (FAQs)

Why does the school need so much information about my child?

Schools are legally required to collect and use certain information so that we can educate, safeguard and support every child. Some information is required by law, while other information helps us provide the best possible education, care and support for your child.

Does this Privacy Notice apply to children in the nursery?

Yes.

This Privacy Notice applies to all children attending Bentham Community Primary School, including those attending our governor-run nursery.

For children attending the nursery, we may collect some additional information to help us provide safe, high-quality early years provision. This may include information about funded childcare, settling-in arrangements, personal care, dietary requirements, allergies and developmental progress, where appropriate.

Do I have to provide all of the information the school asks for?

Some information must be provided because the school has legal duties under education, safeguarding, health and safety, or early years legislation.

Other information is optional. Where we rely on your consent, we will always explain this clearly, and you may withdraw your consent at any time.

Why does the nursery need information about my child's personal care or routines?

For younger children, particularly those aged two and three, we may ask parents for information about toileting, sleep routines, comforters, allergies, dietary requirements and other care needs.

This information enables us to provide safe, appropriate care and support throughout the nursery day.

Who can see my child's information?

Only members of staff who need the information to carry out their role have access to personal information.

We also share information with organisations such as the Local Authority, the Department for Education (DfE), the NHS and other professionals where there is a lawful basis to do so.

All staff receive regular training in confidentiality, safeguarding and data protection.

Does the school keep information secure?

Yes.

The school takes the security of personal information very seriously. We use secure computer systems, password protection, access controls, staff training and other security measures to protect personal information from loss, misuse or unauthorised access.

Does the school use photographs or videos of children?

The school may use photographs or videos to celebrate children's achievements, promote school activities or support learning.

Where consent is required, we will ask parents or carers before images are used. Parents can change their consent at any time by contacting the school.

Does the school monitor internet use?

Yes.

The school has a duty to safeguard children when they use school technology.

Internet activity, email use and access to online systems may be monitored to:

- keep children safe online;
 - protect school systems from cyber threats;
 - investigate safeguarding concerns where necessary; and
 - comply with our legal safeguarding responsibilities.
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How long does the school keep information?

Different types of information are kept for different lengths of time.

The school follows national guidance and legal requirements when deciding how long records should be retained. Information is securely destroyed when it is no longer required.

Can I see the information the school holds about my child?

Yes.

Parents and carers usually have the right to request access to their child's personal information.

As children become older and demonstrate sufficient understanding, they may be able to exercise their own data protection rights. Each request is considered individually and in accordance with UK data protection legislation.

Can I ask for information to be corrected?

Yes.

If you believe information we hold is inaccurate or incomplete, please contact the school. We will investigate and correct information where appropriate.

Can I ask the school to delete my child's information?

Sometimes.

There are situations where you can request that information is deleted. However, schools are required by law to keep many records for specified periods, so we may not always be able to erase information immediately.

What happens if my child leaves the school or nursery?

When your child transfers to another educational setting, we will securely transfer the information that the new setting requires to support your child's education and wellbeing.

Other records will be retained for the period required by law before being securely destroyed.

How can I update my child's information?

Please let the school office know as soon as possible if any of the following change:

- your address;
- telephone number;
- email address;
- emergency contacts;
- medical information;
- parental responsibility arrangements;
- collection arrangements;

- court orders affecting your child; or
- any other important information relating to your child's education, health or welfare.

Keeping this information up to date helps us safeguard children and contact families quickly in an emergency.

Who should I contact if I have questions?

If you have any questions about how the school uses personal information, please contact the Headteacher in the first instance.

If you require independent advice about data protection, you may also contact the school's Data Protection Officer at Veritau Ltd.