Mickleton Primary School



Privacy Notice for Parents and Pupils – How we use your information

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Mickleton Primary School

Introduction

Mickleton Primary School is committed to protecting and respecting the privacy of pupils and their families. We process personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

This Privacy Notice explains what personal information we collect, why we collect it, how we use it, who we share it with, and the rights available to pupils and parents.

Mickleton Primary School is the **Data Controller** for the purposes of data protection law.

Mickleton Primary School
School Road
Mickleton
Gloucestershire
GL55 6RS

Information Commissioner's Office Registration Number: Z8979979

Why Do We Collect and Use Personal Information?

We collect and use personal information to:

- Support pupils' learning and educational progress.
- Monitor and report on pupil attainment and achievement.
- Provide appropriate pastoral support and safeguarding.
- Assess the quality and effectiveness of our educational services.
- Comply with our legal obligations.
- Promote pupil welfare, health and safety.
- Communicate effectively with parents and carers.

- Manage admissions, attendance and school operations.
- Facilitate access to educational technology and learning platforms.
- Maintain financial and administrative records.

What Information Do We Collect?

The personal information we collect may include:

Pupil Information

- Name
- Date of birth
- Gender
- Address
- Unique Pupil Number (UPN)
- Photographs and video images
- Attendance information
- Assessment and attainment information
- Behaviour information
- Medical information
- Special Educational Needs and Disabilities (SEND) information
- Safeguarding and welfare information
- Ethnicity
- Religion or belief, where recorded
- Eligibility for Free School Meals or Pupil Premium
- Looked After Child status, where applicable

Parent and Carer Information

- Names
- Addresses
- Email addresses
- Telephone numbers
- Relationship to the child
- Emergency contact details
- Financial information where payments are made to the school

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What Are the Legal Reasons for Processing Personal Information?

We only process personal information when there is a lawful basis for doing so under Article 6 of the UK GDPR.

Legal Obligation

We process information where legislation requires us to do so, including obligations under education, safeguarding, health and safety, equality and child protection legislation.

Examples include:

- School census returns.
- Safeguarding referrals.
- Statutory attendance monitoring.
- Admissions and exclusions processes.
- Maintaining educational records.

Public Task

Most personal information processed by the school is processed because it is necessary for us to perform our public functions as a maintained school.

Examples include:

- Delivering education.
- Monitoring pupil progress.
- Providing SEND support.
- Managing attendance.
- Communicating with parents.
- Administering educational visits and activities.
- Managing school payments and services.

Vital Interests

We may process personal information where it is necessary to protect someone's life or physical wellbeing, particularly during emergencies.

Consent

In limited circumstances, we rely on consent.

Examples may include:

- Use of pupil photographs in publications.
- Promotional materials.
- Certain optional digital platforms.
- Specific educational activities where consent is required.

Where consent is used, it may be withdrawn at any time. Withdrawal of consent will not affect any processing carried out before consent was withdrawn.

Processing Special Category Information

Some information requires additional protection under data protection law. This includes:

- Health information.
- Ethnicity.
- Religion or belief.
- Biometric information, where processed.
- Certain safeguarding information.

Where we process special category data, we will identify both:

1. A lawful basis under Article 6 UK GDPR; and
2. An additional condition under Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018.

The additional conditions we may rely upon include:

- Explicit consent.
- Substantial public interest.
- Safeguarding children and individuals at risk.
- Provision of health or social care.
- Protection of vital interests.
- Legal claims.
- Public health purposes.
- Research, archiving and statistical purposes where lawfully permitted.

Who Do We Share Information With?

We will only share personal information where we have a lawful basis to do so.

Organisations with whom information may be shared include:

- Gloucestershire County Council.
- The Department for Education (DfE).
- Schools to which pupils transfer.
- Ofsted.
- NHS services and healthcare professionals.
- Educational psychologists and SEND professionals.
- Social care services.
- Police and other law enforcement agencies where required by law.
- Examination and assessment bodies.
- Alternative education providers.
- Educational software providers and cloud-based services used by the school.
- School payment and communication systems.

Information is only shared where necessary, proportionate and lawful.

Department for Education

The Department for Education (DfE) collects personal data from schools and local authorities through a number of statutory data collections.

The school is required to share certain pupil information with the DfE under education legislation.

The DfE uses this information to:

- Develop and monitor education policy.
- Allocate funding.
- Produce statistics.
- Support research.
- Monitor educational outcomes.

Further information about how the DfE processes personal data is available on the DfE website.

Use of School Systems and Online Services

The school uses a range of approved educational and administrative systems to support learning, communication and school management.

These systems may process information such as:

- Pupil names.
- Class membership.
- Parent contact details.
- Attendance information.
- Academic progress information.
- Educational records.

The school ensures that all suppliers handling personal information have appropriate contractual and security arrangements in place.

Microsoft 365

The school uses Gloucestershire County Council-approved Microsoft 365 services to support teaching, learning, administration, safeguarding and communication.

Microsoft 365 may process information including:

- User account information.
- Documents and files.
- Emails.

- Learning resources.
- Attendance and administrative information.

Appropriate technical and organisational safeguards are in place to protect information stored within Microsoft 365 services.

Microsoft 365 contains productivity and artificial intelligence tools that may assist staff with drafting, summarising, research and administrative tasks. School staff remain responsible for all professional decisions and outputs.

Microsoft 365 services are provided through a Gloucestershire County Council-managed education tenant. Data entered by staff and pupils remains within the protected organisational environment and is accessible only to authorised users granted permission by the school or Gloucestershire County Council.

Microsoft does not use customer data contained within this environment to train publicly available AI models, and information is not shared with external organisations except where the school has a lawful basis to do so.

Where artificial intelligence features within Microsoft 365 are used by staff, prompts and outputs remain within the school's secure Microsoft 365 environment. Staff are responsible for checking the accuracy of AI-generated content and ensuring any use complies with the school's data protection, safeguarding and information security policies.

AI-generated outputs are used as an administrative support tool and are not relied upon as the sole basis for decisions affecting pupils.

Transferring Information Outside the United Kingdom

Some service providers may store or process personal information outside the United Kingdom.

Where personal information is transferred internationally, the school will ensure that appropriate safeguards are in place in accordance with UK data protection law.

These safeguards may include:

- UK Adequacy Regulations.
- The International Data Transfer Agreement (IDTA).
- ICO-approved transfer mechanisms.
- Other legally recognised safeguards.

How Long Do We Keep Information?

The school retains information only for as long as necessary to fulfil the purpose for which it was collected and to comply with legal requirements.

Retention periods are determined with reference to:

- Statutory retention requirements.
- Educational record requirements.
- Safeguarding requirements.
- Employment and financial record obligations.
- The Information and Records Management Society (IRMS) Schools Records Management Toolkit.

Information is securely destroyed when no longer required.

Keeping Information Secure

The school takes the security of personal information seriously.

We use a range of measures including:

- Secure networks and systems.
- Restricted access controls.
- Encryption where appropriate.
- Staff training.
- Confidentiality obligations.
- Data protection policies and procedures.
- Incident reporting and breach management procedures.

Your Data Protection Rights

Under UK data protection law, individuals have the following rights:

- The right to be informed.
- The right of access.
- The right to rectification.
- The right to erasure in certain circumstances.
- The right to restrict processing.
- The right to object.
- The right to data portability in certain circumstances.
- Rights relating to automated decision-making and profiling.
- The right to withdraw consent where consent is the lawful basis for processing.

Requests relating to personal information should be made to the school's Data Protection Officer.

Data Protection Officer

The school's independent Data Protection Officer is:

The DPO Centre Ltd
Email: dpo@dpocentre.com

Please state that your enquiry relates to Mickleton Primary School.

Complaints

If you are unhappy with how the school has handled your personal information, please contact the school or Data Protection Officer in the first instance so that we have an opportunity to address your concerns.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: https://ico.org.uk

Changes to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in legislation, guidance, school procedures or the services we use.

The latest version will always be available from the school office and on the school website.

Approved by: Mickleton Primary School
Review Date: September 2027
Version: September 2026 (UK GDPR compliant revision)