



Wood Ley Community Primary School

Privacy Notice – Pupils and Parents

Purpose

This privacy notice explains how Wood Ley Community Primary School collects, uses, stores and shares personal information about pupils and parents/carers. It is intended to meet our responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The personal information we collect and hold

The information we process will depend on the circumstances, but may include:

- personal identifiers and contact details, such as name, address, date of birth, unique pupil number (UPN), parent/carer details and emergency contacts
- pupil characteristics, such as sex, ethnicity, language, nationality and eligibility for free school meals or pupil premium, where applicable
- attendance information, including sessions attended, absences, reasons for absence and relevant attendance information
- assessment, attainment, progress and curriculum information
- behaviour information, including suspensions and permanent exclusions where applicable
- special educational needs and disabilities (SEND) information and provision
- medical, health, wellbeing and pastoral information needed to support pupils safely
- safeguarding and child protection information
- information about looked-after or previously looked-after status, where applicable
- photographs, images and other information relating to school activities where appropriate
- information required for statutory returns, funding, school administration and the delivery of education.

Why we use pupil and parent/carer information

We use personal information to:

- provide pupils with education and support their learning
- monitor and report on pupils' attainment, progress and educational outcomes
- support pupils' pastoral, medical, SEND and wellbeing needs
- safeguard pupils and promote their welfare
- monitor attendance and behaviour and meet our statutory responsibilities
- communicate with parents and carers
- manage admissions, transitions and transfers to other educational settings



- meet statutory data collection, reporting, accountability and funding requirements
- manage the school effectively and comply with our legal obligations.

Our lawful basis for processing

We process personal information only where we have a lawful basis to do so. The main lawful bases we rely on under Article 6 of the UK GDPR are:

- Article 6(1)(c) – processing is necessary to comply with a legal obligation
- Article 6(1)(e) – processing is necessary to perform a task carried out in the public interest or in the exercise of official authority
- Article 6(1)(b) – processing is necessary for a contract, where relevant
- Article 6(1)(a) – consent, where we choose to rely on consent for a particular activity.

Where we process special category information, such as health, ethnicity or certain safeguarding information, we also identify an appropriate condition under Article 9 of the UK GDPR and, where required, the Data Protection Act 2018. Depending on the purpose, this may include substantial public interest, health or social care, or another applicable condition.

Where consent is the lawful basis, it may be withdrawn at any time. Withdrawing consent does not affect processing that was lawful before consent was withdrawn.

How we collect information

Most information is provided directly by parents/carers and pupils. We may also receive information from previous schools or settings, Suffolk County Council, the Department for Education (DfE), health professionals, safeguarding partners and other agencies or professionals involved in supporting a child. Some information is generated by the school through teaching, assessment, attendance, safeguarding and day-to-day school administration.

Who we share information with

We do not share personal information routinely with anyone without a lawful reason. Where necessary and lawful, information may be shared with:

- Suffolk County Council and other local authorities
- the Department for Education (DfE) and its agencies
- schools or other educational settings that a pupil attends or transfers to
- NHS bodies, health professionals and other relevant support services
- safeguarding partners, social care, police and other agencies where necessary to safeguard a child or meet a legal duty
- examination, assessment and education service providers where required
- Schools' Choice swimming instructors and the Swimphony swimming management system, where necessary to support the safe delivery and administration of school



swimming lessons. Information shared may include pupils' names, dates of birth and relevant medical information. This information is made available securely to authorised swimming instructors and is not accessible to the leisure centres where swimming lessons take place

- other organisations that process information on the school's behalf under appropriate data protection arrangements.

We share only the information that is necessary for the relevant purpose and require appropriate safeguards where another organisation processes information on our behalf.

Sharing information with the Department for Education (DfE)

The DfE collects personal information from schools, local authorities and other organisations through statutory data collections. Wood Ley Community Primary School is required to provide information about pupils to the DfE as part of these collections.

Depending on the statutory collection, the information shared may include:

- pupil identifiers and characteristics
- attendance information
- assessment and attainment information
- special educational needs information
- free school meal eligibility and other funding-related information
- behaviour, suspension and exclusion information, where required.

The DfE uses this information for purposes including funding, monitoring education policy and school accountability, producing statistics and supporting research. The legislation providing the lawful basis for each collection is set out in the relevant DfE data collection or school census guidance.

Further information about how the DfE uses pupil information is available in the [DfE privacy information for education and skills](#)

Reception Baseline Assessment (RBA)

Children in Reception take part in the statutory Reception Baseline Assessment (RBA), normally within the first six weeks of starting Reception.

For the RBA, personal information including the pupil's name, date of birth, unique pupil number (UPN), sex and assessment information is processed and shared as required for the statutory assessment arrangements.

The purpose of the RBA is to provide a baseline for measuring the progress of a pupil cohort from Reception to the end of Key Stage 2.

The school processes this information as part of its statutory functions. The principal UK GDPR lawful basis is Article 6(1)(e) – public task. The statutory RBA requirements are set out in the relevant early years assessment legislation and DfE assessment arrangements.



The Standards and Testing Agency (STA), an executive agency of the DfE, is responsible for the RBA. The DfE is an independent data controller for the copy of personal data it receives.

Further information is available in the [DfE Reception Baseline Assessment privacy notice](#)

Storing and retaining information

We take appropriate technical and organisational measures to keep personal information secure and to protect it against unauthorised or unlawful access, loss, destruction or damage.

Different records are kept for different periods depending on their purpose and any legal, safeguarding, operational or regulatory requirements. Records are retained and securely disposed of in accordance with the school's Records Retention Schedule.

International transfers

Where personal information is transferred outside the UK, we will ensure that an appropriate lawful transfer mechanism and safeguards are in place in accordance with data protection legislation.

Data Controller

Wood Ley Community Primary School is the Data Controller for personal information processed by the school.

Data Protection Officer

The school's Data Protection Officer service is provided by Schools' Choice.

Email: data.protection@schoolschoice.org

Schools' Choice, Beacon House, Whitehouse Road, Ipswich, Suffolk, IP1 5PB

Day-to-day enquiries may also be directed to the Headteacher or Mrs G Tierney, Senior Administration and Finance Officer (GDPR Lead).

Your data protection rights

Depending on the circumstances and the lawful basis for processing, you may have the following rights:

- the right to be informed about how personal information is used
- the right of access to personal information
- the right to have inaccurate personal information corrected
- the right to erasure in certain circumstances
- the right to restrict processing in certain circumstances
- the right to data portability in certain circumstances
- the right to object to processing in certain circumstances
- rights relating to automated decision-making and profiling.



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Not all rights apply in every situation. To exercise a data protection right or ask a question about the use of personal information, please contact the school or the Data Protection Officer using the details above.

Complaints

If you have concerns about the way we collect or use personal information, please raise them with the school or our Data Protection Officer in the first instance. You also have the right to complain to the Information Commissioner's Office (ICO), the UK's independent data protection regulator.

Information about making a complaint is available from the [Information Commissioner's Office](#)

Changes to this privacy notice

This privacy notice will be reviewed at least annually and whenever there is a significant change to the way the school processes personal information. The most up-to-date version will be made available through the school.

Version 2.3

Approved September 2026

Review Date September 2027