



Privacy Notice for Parents and Pupils How we use your information 2025/26

Who are we?

Binley Woods Primary School is the 'data controller' for both Binley Woods Primary School and Woodlands Pre-School. This means we are responsible for how your personal information is processed and for what purposes.

Binley Woods Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z7489146

You can contact the school as the Data Controller in writing at:

Binley Woods Primary School
Coombe Drive
Binley Woods
Coventry
Warwickshire
CV3 2QU

admin2626@welearn365.com

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about pupils and parents?

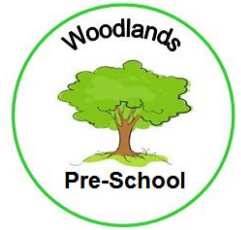
The pupil and parent information that we collect, hold and share includes:

- Personal information including a pupil's name, date of birth, gender, unique pupil number and home address, dietary needs, method of transport to arrive at school and email address



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(given by the school).

- Characteristics such as ethnicity, language, nationality, country of birth, religion, adoption and free school meal eligibility
- Attendance information such as sessions attended, number of absences and absence reasons.
- Educational information including records of work, assessment results, relevant medical information, details of pupils' special educational needs, exclusions/behavioural information, previous school/nursery details and further education.
- Contact information for parents, carers, doctors and other relatives, including telephone numbers, home addresses, e-mail addresses and relationships to these people.
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.

Why do we use personal information?

We use pupil data:

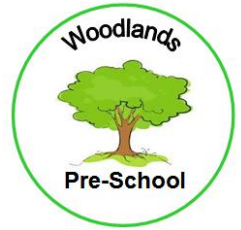
- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils
- maintain health including that related to dietary requirements

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:



1) To comply with the law

We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the school by law. We therefore are required to this process personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the school in writing.

2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

4) To perform a public task

It is a day-to-day function of the school to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that pupils are properly educated and supported

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Processing relates to personal data which is manifestly made public by the data subject
- 3) Necessary for establishing, exercising or defending legal claims
- 4) Necessary for reasons of substantial Public Task



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- 5) Necessary for preventive or occupational medicine, or for reasons of Public Task in the area of public health
- 6) Necessary for archiving, historical research or statistical purposes in the Public Task

The lawful reasons for each type of special category personal information data that we process is set out in the tables attached.

Who might we share your information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Public Health Team and other public health agencies
- NHS Test and Trace
- Information Management software: SIMS, Synergy, Wonde, O track, EVOLVE, CPOMS
- Education/classroom apps: Times Table Rockstars, Classroom Dojo, Maths and English with Parents
- Conference software for homework, home learning and meetings: Zoom, Microsoft Teams

We do not share information about our pupils or parents unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Covid-19 - Data Collection Requirements

It may be necessary for us to share limited information with the Department of Public Health if an individual tests positive for Coronavirus, or if there is a Coronavirus outbreak. This will enable the named agencies to liaise with families to provide advice and support, and to take appropriate steps to respond to an outbreak.

What do we do with your information?

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The school monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

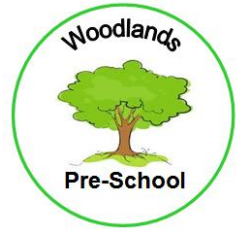
How long do we keep your information for?

In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under



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which the school are required to retain the information.

A copy of those schedules can be located using the following link:
<http://irms.org.uk/page/SchoolsToolkit>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to have access to your child's educational record, contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which school your request relates to.**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Review

The content of this Privacy Notice will be reviewed in September 2026.



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Table 1 - Personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Special Category- additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Admissions Register	Education (Public Registration) (England) Regulations 2006	Religion Ethnicity (6 Necessary for archiving, historical research or statistical purposes in the Public Task) Health (5 Necessary for the preventive or occupational medicine or for reasons of Public Task in the area of public health)	Department for Education Local Authority Future Educational Establishments	Legal Obligation
Attendance Register and Attendance Information and School Attendance Order	Education (Public Registration) (England) Regulations 2006 Education Act 1996		Department for Education Local Authority Future Educational Establishments	Legal Obligation
Common Transfer File	Education (Public Registration) (England) Regulations 2006	Religion Ethnicity (6 Necessary for archiving, historical research or statistical purposes in the Public Task) Health (5 Necessary for the preventive	Department for Education Local Authority Future Educational Establishments	Legal Obligation



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		or occupational medicine or for reasons of Public Task in the area of public health)		
Curricular and Educational Record	Education (Public Registration) (England) Regulations 2006	Health (5 Necessary for the preventive or occupational medicine or for reasons of Public Task in the area of public health) Ethnicity (6 Necessary for archiving, historical research or statistical purposes in the Public Task	Department for Education Local Authority Future Educational Establishments	Legal Obligation
Education Supervision Order	Children's Act 1989		Local Authority Next Educational Establishment	Legal Obligation
Exclusion (and Suitable Education)	Education Act 1996 and 2002		Local Authority Next Educational Establishment	Legal Obligation
Information relating to the school or provision of education of pupils	Education Act 2005	Health (5 Necessary for the preventive or occupational medicine or for reasons of Public Task in the area of public health) Ethnicity (6 Necessary for	Ofsted	Legal Obligation



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		archiving, historical research or statistical purposes in the Public Task		
Pupil Information	Education (Public Registration) (England) Regulations 2006 Education Act 1996	Health (5 Necessary for the preventive or occupational medicine or for reasons of Public Task in the area of public health) Religion/ Ethnicity (6 Necessary for archiving, historical research or statistical purposes in the Public Task	Department for Education Local Authority Future Educational Establishments	Legal Obligation
Qualifying Complaint	Education Act 2005		Ofsted	Legal Obligation
Safeguarding and Promoting the Welfare of Pupils	Education Act 2002, Children's Act 1989 and 2004	Health (5 Necessary for the preventive or occupational medicine or for reasons of Public Task in the area of public health) Religion/ Ethnicity (6 Necessary for archiving, historical research or statistical purposes in the Public Task	Department for Education Local Authority Warwickshire MASH (includes Police, Warwickshire County Council, NHS and social services and any other key partner agencies). Next Educational Establishment	Legal Obligation



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Special Educational Needs and SEND Report	Education (Public Registration) (England) Regulations 2006 Education Act 1996	Health (5 Necessary for the preventive or occupational medicine or for reasons of Public Task in the area of public health)	Department for Education Local Authority Future Educational Establishments	Legal Obligation
Suitable Education for Illness	Education Act 1996	Health (5 Necessary for the preventive or occupational medicine or for reasons of Public Task in the area of public health)	Local Authority Next Educational Establishment	Legal Obligation
Suitable Education (Not received for any other reason)	Education Act 1996		Local Authority Next Educational Establishment	Legal Obligation
Single Central Record	Keeping Children Safe in Schools			Legal Obligation



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Table 2 - Personal information we are required to process as it is necessary to protect someone's vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Name, Date of Birth, Gender, Medical Condition, Address, Emergency Contact Details	Health (5 Necessary for the preventive or occupational medicine or for reasons of Public Task in the area of public health)	NHS Compass (School Nurse) Police Before and after school clubs Next Educational Establishment EVOLVE (Educational Visits Software)	Vital Interest
Name, Class, Allergy	Health and Religion (5 Necessary for the preventive or occupational medicine or for reasons of Public Task in the area of public health)	Stir Food Ltd	Vital Interest
Name, Class, Medical Condition	Health and Religion (5 Necessary for the preventive or occupational medicine or for reasons of Public Task in the area of public health)	Supply Teachers	Vital Interest
Name, Date of Birth, Gender, Address, Telephone Number	Health (5 Necessary for the preventive or occupational medicine or for reasons of Public Task in the area of public health)	Warwickshire County Council Health and Safety	Legal Interest



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Table 3 - Personal information we are required to process with the consent of the individual to whom that information 'belongs'

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Image / Pupil Name Related Consent			
Pupil Image		School Photographers School Website School Newsletter Media - Local Newspaper, Radio Twitter, Facebook, Instagram	Consent
Year Group		School Photographers Tempest Photography School Website School Newsletter Media - Local Newspaper, Radio Twitter, Facebook and Instagram	Consent
First Name		School Website School Newsletter Media - Local Newspaper, Radio	Consent
Specific Consent - this will be requested if we ask your child to see one of these organisations or for an afterschool activity			
Pupil Name		Educational Psychologist Integrated Disability Services, SEND Supported Early Help After School Clubs e.g. Conkers, Spanish Club, Drama Club	
Date of Birth		Educational Psychologist Integrated Disability Services, SEND Supported Early Help	



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Year Group		Educational Psychologist Integrated Disability Services, SEND Supported Early Help After School Clubs e.g. Conkers, Spanish Club, Drama Club	
Medical Information	Health (5 Necessary for the preventive or occupational medicine or for reasons of Public Task in the area of public health)	Educational Psychologist Integrated Disability Services Early Help After School Clubs e.g. Conkers, Spanish Club, Drama Club	
Academic Achievement		SEND Supported Early Help	
SEN		SEND Supported Early Help	
Address		Early Help	
Parent Name		Early Help	
Emergency Contact Details		After School Clubs e.g. Conkers, Spanish Club, Drama Club	



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Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Pupil Name		Parent Pay TT Rockstar After School Clubs e.g. Conkers, Spanish Club, Drama Club School website (email) CPOMS Accelerated Reader Stir Food Ltd Compass (School Nurse) Department for Education Warwickshire School Finance EVOLVE O Track Public Health and other public health agencies Standards Testing Agency (Department for Education)	Public Task
Gender		TT Rockstar School website (email) Compass (School Nurse) Department for Education O Track CPOMS Accelerated reader Public Health and other public health agencies	Public Task
Year Group		Parent Pay TT Rockstar After School Clubs e.g. Conkers, Spanish Club, Drama Club School website (email) CPOMS Accelerated Reader	Public Task



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		Stir Food Ltd Compass (School Nurse) Department for Education Warwickshire School Finance EVOLVE O Track Public Health and other public health agencies Standards Testing Agency (Department for Education)	
Free School Meal Eligibility		Parent Pay, SIMS, Cool Milk Department for Education O Track CPOMS Accelerated Reader	Public Task
Date of Birth		Parent Pay, TT Rockstar SIMS School website (email) Cool Milk Compass (School Nurse) CPOMS Accelerated Reader Department for Education O Track Standards Testing Agency (Department for Education)	Public Task
Parent Name		Parent Pay After School Clubs e.g. Conkers, Spanish Club, Drama Club SIMS School Website (email) Cool Milk Compass (School Nurse) Department for Education Public Health and other public health agencies	Public Task
Address		Parent Pay	Public Task



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		After School Clubs e.g. Conkers, Spanish Club, Drama Club SIMS Cool Milk Compass (School Nurse) Department for Education Public Health and other public health agencies	
Contact Phone Number		Parent Pay After School Clubs e.g. Conkers, Spanish Club, Drama Club SIMS School Website (email) Cool Milk Compass (School Nurse) Department for Education Public Health and other public health agencies	Public Task
Contact email address		Parent Pay After School Clubs e.g. Conkers, Spanish Club, Drama Club SIMS School Website (email) Cool Milk Compass (School Nurse) Department for Education Public Health and other public health agencies	Public Task
UPN		Department for Education O Track CPOMS	Public Task
English as an additional language	Ethnicity (1 Explicit consent of the data subject)	SIMS Department for Education O Track CPOMS	Public Task
Medical Information	Health (5 Necessary for the preventive or occupational medicine or for reasons of Public Task	After School Clubs e.g. Conkers, Spanish Club, Drama Club SIMS	Public Task



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	in the area of public health)	Compass (School Nurse)	
Dietary Needs		Educaterers	Public Task
Religion	Religion/ Ethnicity (6 Necessary for archiving, historical research or statistical purposes in the Public Task	Department for Education	Public Task
Academic Achievement		Department for Education O Track	Public Task
SEN Status		Warwickshire School Finance Department for Education O Track	Public Task
Volunteer Name		Evolve	Public Task
Results of COVID19 testing	Health (5 Necessary for the preventive or occupational medicine or for reasons of Public Task in the area of public health)	Public Health and other public health agencies	Public Task