



Privacy Notice

Plumcroft Writing Tracker and Curriculum Intelligence Portal

Plumcroft Primary School uses information about pupils' learning to help teachers understand how children are progressing and what support or teaching they may need next.

As part of this work, the school is introducing the **Plumcroft Writing Tracker** and the wider **Curriculum Intelligence Portal**.

These systems bring together selected information that the school already uses for educational purposes, so that authorised staff can see relevant assessment information more clearly and securely.

What information will be used?

The systems may include:

- pupil name
- date of birth
- year group, class and school site
- pupil identifier used by the school
- teacher assessment information
- reading, writing and maths assessment results
- relevant information from approved school systems such as Quest, Renaissance and Maths-Whizz
- Pupil Premium, EAL and SEND status where this is needed for educational analysis
- selected pupil reports
- selected examples of pupil work
- records showing who has accessed or changed information

The school will only use information that is needed for the educational purpose of the system.

We do **not** intend to routinely copy detailed medical information, full EHCP documents, safeguarding records or other unrelated sensitive information into the system.

Why are we using this information?

The information is used to help staff:

- record and review pupils' progress
- identify where pupils may need additional support or challenge

- compare patterns across classes, year groups and pupil groups
- support moderation and professional discussion between teachers
- review individual pupil learning journeys over time
- bring together relevant reports and assessment information in one secure place
- improve curriculum and teaching decisions

The system is intended to support professional judgement, not replace it.

Teachers and school leaders remain responsible for assessment and teaching decisions.

Who can see the information?

Access is restricted to authorised school staff.

Class teachers may view wider class assessment information through the Summary Dashboard for moderation, peer review and professional development.

However, class teachers can only enter or amend assessment judgements for their own assigned class and only during designated assessment-entry periods.

Other authorised staff, such as Phase Leaders, SENDCO and senior leaders, may have wider access where this is necessary for their role.

Access is controlled through school accounts and role-based permissions.

Where does the information come from?

Information may come from:

- the school's Management Information System and Provision Map
- teacher assessments made at Plumcroft
- Quest Assessments
- Renaissance products used by the school
- Maths-Whizz
- other approved educational assessment systems used by the school

Any new data source will be reviewed before being added.

Why is the school allowed to use this information?

For the main educational assessment and curriculum purposes, the school relies on its **public task** responsibilities.

This means the information is used because it is necessary for the school to carry out its educational functions.

Where SEND information may amount to special category data, the school applies the additional safeguards required by data protection law.

The use of SEND information is limited to what is necessary to support pupils' education and to help the school review whether teaching and provision are effective.

Do parents need to give consent?

The school is **not relying on parental consent** for the ordinary use of pupil assessment information in these systems.

The processing is part of the school's educational responsibilities.

Parents and pupils still have their normal data protection rights, including the right to ask for inaccurate information to be corrected and, where applicable, to raise concerns or objections.

Will artificial intelligence be used?

The current use covered by this notice is limited to:

- **Stage 1:** structured pupil and assessment records
- **Stage 2:** secure storage and viewing of selected pupil reports and work

The school is **not currently using pupil-specific AI to read pupil work, recommend learning steps or create learning groups**.

Any future use of AI for these purposes would require a separate approval process, additional safeguards and updated privacy information before it is introduced.

The school's development AI environment is separate from the live pupil-data systems.

Live pupil data is not supplied to the external development AI.

Will information be shared outside the school?

Information will only be shared with approved service providers where this is necessary for the service being used and where appropriate data-protection arrangements are in place.

The school reviews supplier agreements, security arrangements and data locations before approving relevant processing.

The school does not sell pupil information.

How long will the information be kept?

Information will only be kept for as long as it is needed for the educational purpose for which it was collected, subject to the school's approved retention arrangements.

Temporary import files and duplicate working copies will not be kept indefinitely.

Different types of information may have different retention periods.

How is the information kept secure?

The school uses a range of safeguards, including:

- school-managed user accounts
- role-based access controls
- restricted staff permissions
- secure cloud storage
- access and change logging
- controlled import processes
- backup and recovery arrangements
- testing before live use
- procedures for correcting or restricting information if an error is found

No system can remove all risk, so the school also keeps the arrangements under regular review.

What rights do pupils and parents have?

Depending on the circumstances, you may have the right to:

- ask what information is held
- ask for incorrect information to be corrected
- ask for processing to be restricted in some circumstances
- object to certain processing
- ask for information to be deleted where the law allows
- make a complaint about how personal information is being used

Requests will be considered in line with data protection law and the school's legal responsibilities.

Who is responsible for the information?

The school is responsible for the pupil information used in these systems.

The project is overseen by the **Executive Headteacher** and is subject to data-protection review and governance oversight.

For data protection questions or concerns, please contact the school using the details below.

School: Plumcroft Primary School

Data protection contact: Jason Nelson

Email: jnelson@plumcroft.greenwich.sch.uk

You also have the right to raise concerns with the Information Commissioner's Office.

Review of this notice

This notice will be reviewed if there is a significant change to:

- the information being used
- the purpose of the system
- the organisations involved
- the way data is stored or shared
- the use of AI
- pupils' rights or safeguards

Last updated: 2nd October 2026