JIGSAW LEARNING TRUST

Privacy Notice for Pupils and Parents/Carers

Approved by: Trust Board
Review Frequency: Every Two Years
Next Review Date: September 2028

1. Introduction

Jigsaw Learning Trust is committed to protecting the privacy and security of personal information.
This Privacy Notice explains how and why we collect, use, store and share personal information relating to pupils and their parents/carers in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Education Act 2002 and other applicable education legislation.

Jigsaw Learning Trust is the Data Controller for personal information processed by:

- Fulwell Infant School Academy
- Ouston Primary School

2. Why We Collect and Use Personal Information

We collect and use personal information to:

- support teaching and learning
- monitor and report on educational progress and attainment
- provide pastoral care and welfare support
- safeguard and promote the welfare of children
- identify and provide support for pupils with special educational needs and disabilities (SEND)
- administer admissions, attendance and educational services

- provide school meals and manage meal eligibility
- administer clubs, trips and educational visits
- manage breakfast clubs, wraparound care and other extended services
- process school payments and childcare-related payments
- communicate effectively with parents and carers
- comply with statutory duties and Department for Education requirements
- support pupils' health, wellbeing and safety
- assess and improve the quality of services provided by the Trust
- protect pupils, staff, visitors and Trust property

3. Categories of Personal Information We Collect

Pupil Information

We may collect and process:

Personal Details

- name
- date of birth
- gender
- address
- unique pupil number (UPN)
- pupil identifiers

Characteristics

- ethnicity
- nationality
- country of birth
- first language
- free school meal eligibility
- pupil premium eligibility

Educational Information

- attendance records
- attainment data
- assessment results
- behaviour information
- exclusion information
- intervention records
- curriculum records

Special Educational Needs Information

- SEND status
- Education, Health and Care Plans (EHCPs)
- support plans and assessments

Safeguarding Information

- child protection records
- safeguarding concerns
- welfare information
- vulnerable pupil information

Health Information

- medical conditions
- medication requirements
- allergies
- dietary requirements
- healthcare plans

Images and Recordings

- photographs
- CCTV images
- video recordings where appropriate and lawful

Parent and Carer Information

We may collect:

- names
- addresses
- telephone numbers
- email addresses
- emergency contact details
- parental responsibility information
- correspondence records
- payment information relating to school services

4. Lawful Basis for Processing

Under UK GDPR, the Trust processes personal information under the following lawful bases:

Article 6 UK GDPR

- Legal Obligation
- Public Task

- Vital Interests (where necessary to protect somebody's life)

Article 9 UK GDPR (Special Category Information)

Where special category data is processed, including health, ethnicity, SEND and safeguarding information, the Trust relies on:

- substantial public interest
- safeguarding of children and individuals at risk
- health and social care purposes
- provision of education and educational support

5. How Information Is Collected

Information may be obtained from:

- parents and carers
- pupils
- previous schools
- local authorities
- the Department for Education
- NHS services
- school nursing services
- social care services
- safeguarding partners
- educational psychologists
- SEND support services
- examinations bodies
- other educational professionals

6. How We Store Information

The Trust stores personal information securely using appropriate physical, technical and organisational measures designed to protect information from loss, misuse, unauthorised access or disclosure.

Information is retained in accordance with:

- UK GDPR
- Data Protection Act 2018
- Department for Education guidance
- Information and Records Management Society (IRMS) retention guidance for schools

When information is no longer required it is securely destroyed.

7. Who We Share Information With

We may share information where lawful and necessary with:

- schools attended after pupils leave our schools
- local authorities
- Department for Education (DfE)
- NHS services
- school nursing services
- safeguarding partners
- children's social care
- police and other law enforcement agencies
- educational psychologists
- SEND support services
- examination and assessment providers
- auditors, inspectors and regulators
- professional advisers acting on behalf of the Trust

Information will only be shared where there is a lawful basis for doing so.

8. Educational Systems and Service Providers

The Trust uses approved third-party systems to support education, safeguarding, communication and administration.

These may include systems used for:

- pupil management and administration
- attendance recording
- assessment and reporting
- safeguarding recording and monitoring
- parental communication
- online payments
- school meal administration
- educational software and learning platforms
- cloud-based storage and productivity services

These providers process information on behalf of the Trust under formal contractual arrangements.

9. School Meals and Online Payments

The Trust processes information to:

- administer school meals
- determine free school meal eligibility
- manage meal balances
- administer educational visits and enrichment activities
- process payments through approved online payment systems
- administer childcare voucher and tax-free childcare arrangements where applicable

10. Department for Education

The Trust is required by law to provide information to the Department for Education through statutory returns including:

- School Census
- Early Years Census
- Phonics Screening Checks
- Key Stage Assessments

Some of this information is stored in the National Pupil Database (NPD). Further information regarding the National Pupil Database can be found on the Department for Education website.

11. CCTV (Ouston PrimarySchool)

The school operates CCTV systems for the purposes of:

- safeguarding pupils, staff and visitors
- protecting Trust property
- crime prevention and detection
- site security

CCTV recordings are retained in accordance with the school's CCTV Policy and retention schedule.

12. International Transfers

Where information is processed using cloud-based systems, the Trust ensures that any international transfers are protected by appropriate safeguards and comply with UK GDPR requirements.

13. Your Rights

Under UK GDPR individuals have rights including:

- the right to be informed

- the right of access
- the right to rectification
- the right to erasure (where applicable)
- the right to restrict processing
- the right to object
- the right to data portability (where applicable)
- rights relating to automated decision-making and profiling

Some rights are limited where schools are required by law to process information.

14. Subject Access Requests

Parents, carers and eligible pupils may request access to personal information held by the Trust.

Requests should be submitted in writing to the Data Protection Officer.

15. Complaints

If you are concerned about how we have handled your personal information, please contact the Trust in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO).

Information about making a complaint can be found on the ICO website.

16. Contact Details

- **Data Protection Officers**
  Miss Sara Wilson, Data Protection Officer Fulwell Infant
  Mrs Wendy Gill, Data Protection Officer Ouston Primary

For details of what we collect, hold and share, please visit the Information Commissioner's Office (ICO) Data Protection Register on https://ico.org.uk/esdwebpages/search and enter

Fulwell Infant School Academy **Z3404526**
Ouston Primary School **Z9861756**