



Pupil & Parent Privacy Notice

September 2026

Introduction

This Privacy Notice explains how Birtley House School (“the School”, “we”, “us” or “our”) collects, uses, stores and protects personal data relating to pupils and their parents/carers. It is written in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This notice applies to current pupils, prospective pupils, former pupils, and parents or carers.

What is Personal Data?

Personal data means any information that can identify an individual, directly or indirectly. This includes information such as names, contact details, dates of birth, and information about a child’s education, wellbeing, or health.

Some personal data is classified as special category data, which requires additional protection. This includes information about health, ethnicity, religion, special educational needs, or safeguarding concerns.

Personal Data We Collect

Data about Pupils

We may collect and process the following types of personal data about pupils:

- Full name, date of birth, gender
- Address and contact details
- Unique pupil identifiers and school records
- Academic progress, assessments, reports and achievements
- Attendance and behavioural records
- Special educational needs and learning support information
- Medical information, dietary needs and allergies
- Safeguarding and child protection records
- Photographs, videos and audio recordings (where appropriate)
- Information relating to trips, activities and extracurricular clubs

Data about Parents and Carers

We may collect and process the following types of personal data about parents or carers:

- Names and contact details
- Relationship to the pupil
- Emergency contact information
- Payment and billing information
- Correspondence with the School

How We Collect Personal Data

We collect personal data in a number of ways, including:

- Application and admission forms
 - Information provided directly by parents/carers or pupils
 - School management and assessment systems
 - Medical professionals, local authorities or external agencies (where lawful)
 - Previous schools (with appropriate consent or lawful basis)
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Why We Use Personal Data (Purposes and Lawful Bases)

We only use personal data where the law allows us to do so. Our lawful bases include **legal obligation, public task, contract, legitimate interests**, and **consent** (where required).

We use personal data to:

- Provide education and pastoral care
- Monitor academic progress and educational needs
- Safeguard pupils and promote their welfare
- Manage admissions and transitions
- Communicate with parents and carers
- Organise school trips, events and extracurricular activities
- Meet statutory and regulatory requirements
- Manage finances and school operations

Where we rely on consent (for example, for certain photographs or marketing activities), consent may be withdrawn at any time.

Sharing Personal Data

We may share personal data with trusted third parties where necessary and lawful, including:

- Teaching staff and school employees
- Local authorities and government bodies
- Examination and assessment providers
- Medical professionals and health services
- Safeguarding partners (such as social services or the police)
- IT service providers and school management system providers
- Trip and activity providers

We only share the minimum amount of data necessary and ensure appropriate safeguards are in place.

International Transfers

Where personal data is transferred outside the UK, we ensure appropriate safeguards are in place, such as adequacy regulations or standard contractual clauses.

How We Keep Data Secure

We take appropriate technical and organisational measures to protect personal data, including:

- Secure IT systems and password protection
 - Staff training on data protection
 - Controlled access to sensitive information
 - Secure storage and disposal of records
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How Long We Keep Personal Data

We only retain personal data for as long as necessary for the purposes for which it was collected, in line with legal, regulatory and safeguarding requirements. Retention periods may vary depending on the type of data.

Further details are available in the School's Data Retention Policy.

Individual Rights

Under data protection law, pupils (where appropriate) and parents/carers have the right to:

- Access personal data held about them
- Request correction of inaccurate data
- Request deletion of data (in certain circumstances)
- Restrict or object to processing
- Request data portability
- Withdraw consent where processing is based on consent

Requests should be made in writing to the Data Protection Lead.

Complaints

If you have concerns about how we use personal data, please contact the School in the first instance. You also have the right to complain to the Information Commissioner's Office (ICO):

Website: www.ico.org.uk

Changes to This Privacy Notice

We may update this Privacy Notice from time to time. The most recent version will always be available from the School.

Data Controller: Birtley House School

Data Protection Lead: Sarah Whelan

Contact email for data protection matters: office@birtleyhouseschool.co.uk

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TO BE REVIEWED: September 2027 or as needed