



# Privacy Notice for Parents and Pupils – How we use your information

## 2024/25

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### **Who are we?**

The Futures Trust is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

The Futures Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA154781.

You can contact The Futures Trust as the Data Controller in writing at: The Futures Trust, President Kennedy School, Rookery Lane, Coventry CV6 4GL or email [enquiries@thefuturestrust.org.uk](mailto:enquiries@thefuturestrust.org.uk)

### **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, unique pupil number and home address
- Characteristics such as ethnicity, language, 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, post-16 learning information.
- Contact information for parents, carers and other relatives, including telephone numbers, home addresses and e-mail addresses.
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.

- CCTV
- Photographs

## **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
- to share medical information with health professionals
- to celebrate pupil achievements
- to notify of behaviour issues
- administer admissions waiting lists

## **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:

- Local Authority – to meet our legal obligation to share certain information with it such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Suppliers and Service providers – to enable them to provide the service we have contracted them for
- Financial Organisations
- Central and Local Government
- Our Auditors
- Health Authorities
- Security organisations
- Health and Social Welfare Organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

### **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 Academy Trust 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 Academy Trust 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 Academy Trust 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.

Please be aware that an individual has the right to object to any processing where it is likely to cause or is causing harm or distress. To exercise this right, individuals should do so by contacting the school to inform them of their reasons for the objection. These reasons should relate to your specific circumstances. Upon receipt of an objection, the school will consider the reasons for the objection and balance this against the legitimate grounds to process data.

## **5) We have a legitimate interest**

Occasionally we have reasons to process information which fall outside of our usual day-to-day school functions. Details of the type of processing that we may undertake on this basis are set out in Table 5.

Please be aware that an individual has the right to object to any processing where it is likely to cause or is causing harm or distress. To exercise this right, individuals should do so by contacting the school to inform them of their reasons for the objection. These reasons should relate to your specific circumstances. Upon receipt of an objection, the academy trust will consider the reasons for the objection and balance this against the legitimate grounds to process data.

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

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
- Local Authority – to meet our legal obligations to share certain information with it such as safeguarding concerns and exclusions
- The Department for Education (DfE)
- School nurse
- NHS
- Public Health and other public health agencies
- Central and Local Government
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations • Police forces, courts, tribunals
- Professional bodies
- Pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Catering Providers
- Other Schools in The Futures Trust – President Kennedy, Barrs Hill, Coundon Court, Stoke Park, Parkgate, Keresley Newland, Keresley Grange, Camp Hill and The Hinckley School.
- Information Management software:
- Educational apps
- Conferencing software for homework and home learning
- HR and Payroll

Information Management software and Educational Apps are school specific so please see School Privacy Notices which can be found on each school's website:

- <https://www.barrshill.coventry.sch.uk>
- <https://www.hajc.leics.sch.uk/>
- <https://www.keresleygrange.co.uk/>
- <https://www.knpa.co.uk/>
- <https://www.parkgate-coventry.org.uk>
- <https://www.pks.coventry.sch.uk/>
- <https://www.stokepark.coventry.sch.uk>
- <https://www.camphillprimary.co.uk/>
- <https://www.coundoncourt.org/>

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>.

### **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 Academy Trust 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 Academy Trust complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the Academy Trust 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 contact or the School Data Protection Officer at Warwickshire Legal Services via email at [schooldpo@warwickshire.gov.uk](mailto: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; please note that this is not an absolute right, and you will need to provide reasons for your objection.
- Rectify incorrect information
- 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**

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in September 2024. This privacy notice is reviewed annually or earlier in response to statutory changes.



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

<b>Information Type</b>	<b>Relevant legislation</b>	<b>Special Category– additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Student's full name	<i>The Education (information about Individual Students) (England) Regulations 2013 Regulation 3 (2)</i>	N/A	Local Authority DfE Future School SIMS, CPOMS, Microsoft 365 & Azure, Provision Map	Legal Obligation
Student's gender	<i>The Education (information about Individual Students) (England) Regulations 2013 Regulation 3 (2)</i>	N/A	Local Authority DfE Future School SIMS, CPOMS, Microsoft 365 & Azure, Provision Map	Legal Obligation
Student's date of birth	<i>The Education (information about Individual Students) (England) Regulations 2013 Regulation 3 (2)</i>	N/A	Local Authority DfE Future School SIMS, CPOMS, Microsoft 365 & Azure, Provision Map	Legal Obligation
Unique Student number	<i>The Education (information about Individual Students) (England) Regulations 2013 Regulation 3 (2)</i>	N/A	Local Authority DfE Future School SIMS, CPOMS, Microsoft 365 & Azure, Provision Map	Legal Obligation
Student's home address	<i>The Education (information about Individual Students) (England) Regulations 2013 Regulation 3 (2)</i>	N/A	Local Authority DfE Future School SIMS, CPOMS, Microsoft 365 & Azure	Legal Obligation
Parent/Carer Name & Contact Details	<i>Children Act 2004, section 11 - schools have a duty to make arrangements to ensure their functions are discharged with regard to the need to safeguard and promote the welfare of children, including sharing information with social services</i>  <i>Education (Information About Individual</i>	N/A	Local Authority DfE Future School SIMS, CPOMS, Microsoft 365 & Azure, Provision Map	Legal Obligation

	<i>Pupils) (England) Regulations 2013, reg 5 - to provide information to LA or Secretary of State upon request</i>			
Student Emergency Contact Details	<i>Education (Pupil Registration) (England) Regulations 2006, Regulation 5 - Note of at least one telephone number at which the parent can be contacted in an emergency</i>	N/A	Local Authority DfE Future School SIMS, CPOMS, Microsoft 365 & Azure	Legal Obligation
Ethnicity, Religion, EAL	<i>Education Act 1996, Section 537A - to complete the school census &amp; Substantial Public Interest, Para 6, Schedule 1 DPA2018 - in exercise of a function conferred on a person by enactment or rule of law.</i>	Reasons of substantial public interest (Equality of opportunity or treatment).	Local Authority, DfE, SIMS, CPOMS, Microsoft 365 & Azure, Provision Map	Legal Obligation
Student's medical/dietary/allergies record	<i>Children and Families Act 2014, section 100 - schools have a duty to support pupils with a medical condition</i>	Necessary for preventative or occupational medical care	Local Authority DfE SIMS, CPOMS, Microsoft 365 & Azure, Social Services, Provision Map	Legal Obligation
Special Educational Needs status, start date, details of needs and provision	<i>Children and Families Act 2014, Part 3 - schools have a duty to keep information on the child's needs and provide the appropriate support Education Act 1996, Section 537A - to complete the school census</i>	N/A	Local Authority, DfE, child's future school, SIMS, CPOMS, Microsoft 365 & Azure, Provision Map	Legal Obligation
Eligibility for Free School Meals and Pupil Premium Indicator	<i>Education Act 1996, section 512 - requirement to provide free school meals if the pupil is eligible  Education Act 1996, Section 537A - to complete the school census</i>	N/A	Local Authority, DfE, SIMS, CPOMS, Microsoft 365 & Azure, Provision Map	Legal Obligation
Safeguarding Information (including Looked After Child Status, Care Provisions, reports)	<i>Education Act 2002, section 175 Children's Act 1989, Section 17, 47, 83. Children's Act 2004, Section 11</i>	Processing is necessary to protect the vital interests of the data subject - if this contains special category data	Local Authority, Police, Health and Welfare Professionals, SIMS, CPOMS, Microsoft 365 & Azure, Provision Map	Legal Obligation
Details of exclusions: start and end dates,	<i>The Education (Information about</i>	N/A	OFSTED Local Authority	Legal Obligation



number of sessions, fixed length/permanent and reason for exclusion	<i>Individual Students) (England) Regulations 2013 Regulation 3 (2)</i>		SIMS, CPOMS, Microsoft 365 & Azure, Provision Map	
Special Educational Needs status, start date, details of needs and provision	<i>Children and Families Act 2014, Part 3 - schools have a duty to keep information on the child's needs and provide the appropriate support Education Act 1996, Section 537A - to complete the school census</i>	N/A	Local Authority DfE Future School SIMS, CPOMS, Microsoft 365 & Azure, Provision Map	Legal Obligation
Admissions Register	<i>Education (Student Registration) (England) Regulations 2006, Regulation 4, 10, 11, 14 and 15</i>	N/A	Local Authority, HM Chief Inspector (DfE) , SIMS, CPOMS, Microsoft 365 & Azure	Legal Obligation
Attendance records including whether absence was authorised/ unauthorised and reason for absence	<i>The Education (Information about Individual Students) (England) Regulations 2013 Regulation 3 (2)</i>	N/A	Local Authority, HM Chief Inspector (DfE), child's future school, SIMS, Microsoft 365 & Azure, Provision Map	Legal Obligation
Educational Record, Curricular Record including Assessment and achievement data	<i>Education (Student Information) (England) Regulations 2005, Regulation 5 and 6 Education (Student Information) (England) Regulations 2005, Regulation 4</i>	N/A	DfE, OFSTED Local School Local Authority, SIMS, Microsoft 365 & Azure, Provision Map	Legal Obligation
Accident Forms	<i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - to report certain incidents to HSE</i>	N/A	Local Authority	Legal Obligation
Education, Health and Care Plans	<i>Children and Families Act 2014, Part 3 - schools have a duty to keep information on the child's needs and provide the appropriate support  Education Act 1996, Section 537A - to complete the school census</i>	Special Category Data is necessary for the purposes of preventive or occupational medicine	Local Authority, DfE, child's future school, SIMS, CPOMS, Microsoft 365 & Azure, Provision Map	Legal Obligation
Common Transfer	The Education	N/A	SIMS, DfE (S2S), Future	Legal Obligation

File	(Student Information) (England) regulations 2006 Regulation 5 (1) (c)		School	
Mode of travel to school (if applicable)	<i>Education Act 1996 s508B - local authorities to provide travel arrangements for eligible children (usually those who are disabled or have special education needs). Therefore, the schools will need to share this information with the LA</i>	N/A	Local Authority	Legal Obligation

**Table 2** – Personal information we are required to process as it is necessary to protect someone’s vital interests

<b>Information Type</b>	<b>Special Category - additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Medical Information, including allergies	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent’	Emergency services  Relevant School staff, i.e. Teachers/First Aiders	Vital Interest
Religious beliefs	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent’	Emergency services	Vital Interest
SEND Information (including details of provision, SEN Ranking type, details of needs etc.)	Necessary to protect the vital interests of the data subject - where the SEND information includes medical information	NHS bodies, emergency services	Vital Interest
Doctors Details	N/A	Emergency Services	Vital interest
Education, Health and Care Plans	Necessary for the purposes of preventive or occupational medicine - where this includes medical information	NHS bodies, emergency services	Vital Interest

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

<b>Information Type</b>	<b>Special Category - additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Student's full name	N/A	Photography company - Academy Photography, WCC STS, WCC Ed Psych, NHS, Juniper Education - School Website	Consent
Student Gender		WCC STS, WCC Ed Psych, NHS	Consent
Student DOB, UPN, Class		WCC STS, WCC Ed Psych, NHS. Photography company – KO Photography, Juniper Education - School website	Consent
Student & Parent/Carer's Home Address	N/A	Health and Educational support, Safeguarding Professionals, Social Services, Microsoft 365 & Azure, NHS	Consent
Parent/Carer's Name, Address, Contact Details	N/A	Health and Educational support, Safeguarding Professionals, Social Services, Microsoft 365 & Azure, NHS	Consent
Student Assessment Results	N/A	Media organisations,	Consent
Student's images (including video recordings)	N/A	School Newsletter, Local newspapers, School Prospectus, School Photography Company (KO Photography), Juniper Education - School Website, Social Media (Facebook, Twitter, Instagram)	Consent
Parent name, DOB, National Insurance number, 30 hours eligibility code (Nursery Children only)	N/A	Local Authority Synergy Data base (Nursery pupils only) SIMS, Microsoft 365 & Azure, Redstor Backup, Green Plan-It, B&M Waste Management	Consent

**Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task – please note that the right to object will apply to this processing, please see the section above that refers to ‘What are your rights with respect of your personal information?’**

<b>Information Type</b>	<b>Special Category - additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Student Name	N/A	DfE (ASP, Collect, CTF, S2S, STA), Redstor Backup, Coolmilk, Class DoJo, Evolve, Wonde, Wonde Evouchers, Swimphony, Times Table Rock Stars, Behaviour Watch, Microsoft 365 & Azure, Accelerated Reader, MyON, Freckle Maths, Spelling Shed, InVentry, Google Cloud, RWI, SATS Companion, Compass, Reading Cloud, Test Base, No More Marking, ParentPay, StudyBugs, FFT Aspire, Salamander, Taylorshaw, Cloud Design Box, Hodder Education, Showbie, O Track, SPag.com, Thrive, Green Plan-It, B&M Waste Management, Reading Eggs, Mathseeds	Public Task
Student DOB	N/A	DfE (ASP, Collect, CTF, S2S, STA), Redstor Backup, Coolmilk, Class DoJo, Evolve, Wonde, Wonde Evouchers, Times Table Rock Stars, Behaviour Watch, Microsoft 365 & Azure, Accelerated Reader, MyON, Freckle Maths, Spelling Shed, SATS Companion, Compass, Test Base, No More Marking, ParentPay, StudyBugs, FFT Aspire, Hodder Education, Showbie, O Track, SPag.com, Thrive, Green Plan-It, B&M Waste Management	Public Task
Student Gender	N/A	DfE (ASP, Collect, CTF, S2S, STA), Redstor Backup, Coolmilk, Class DoJo, Evolve, Wonde, Wonde Evouchers, Behaviour Watch, Microsoft 365 & Azure, Accelerated Reader, MyON, Freckle Maths, RWI, SATS Companion, Compass, Swimphony, Test Base, No More Marking, ParentPay, StudyBugs, FFT Aspire, Hodder Education, Showbie, O Track, SPag.com, Thrive, Green Plan-It, B&M Waste Management	Public Task
Student UPN	N/A	DfE (ASP, Collect, CTF, S2S, STA), Redstor Backup, Coolmilk, Class DoJo, Evolve, Wonde, Wonde Evouchers, Behaviour Watch, Microsoft 365 & Azure, Accelerated Reader, MyON, Freckle Maths, Spelling Shed, RWI, SATS Companion, Swimphony, Compass, Reading Cloud, Test Base, No More Marking, ParentPay, StudyBugs, FFT Aspire, O Track, Thrive, Green Plan-It, B&M Waste Management	Public Task
Student Class/Year	N/A	DfE (ASP, Collect, CTF, S2S, STA), SIMS, Redstor Backup, CPOMS, Coolmilk, Class DoJo, Evolve, Wonde, Wonde Evouchers, Times Table Rock Stars, NHS, Local Authority, Behaviour Watch, Microsoft 365 & Azure, Accelerated Reader, MyON, Freckle Maths, Spelling Shed, InVentry, Google Cloud, RWI, SATS Companion, Swimphony, Compass, Reading Cloud, Provision Map, Test Base, No More Marking, ParentPay, StudyBugs, FFT Aspire, Salamander, Taylorshaw, Cloud Design Box, Hodder Education, Showbie, O Track, SPag.com, Green Plan-It, B&M Waste Management, Reading Eggs, Mathseeds	Public Task
Parent/carer details	N/A	DfE (ASP, Collect, CTF, S2S, STA), Behaviour Watch, Class Dojo, Compass, Evolve,	Public Task

		Redstor Backup, ParentPay, Studybugs, SATS Companion, Spelling Shed, Wonde, Wonde EVouchers, Test Base, No More Marking, FFT Aspire, Accelerated Reader, MyON, Freckle Maths, RWI, Showbie, O Track, Thrive, Green Plan-It, B&M Waste Management	
Student/Parent Address	N/A	DfE (ASP, Collect, CTF,S2S, STA), Compass, Redstor Backup, Evolve, FFT Aspire, ParentPay, O Track, Thrive, Green Plan-It, B&M Waste Management	Public Task
Emergency Contact details	N/A	Redstor Backup, Green Plan-It, B&M Waste Management	Public Task
Student Ethnicity	Special category reason - Reasons of substantial public interest (Equality of opportunity or treatment). or/and Health and Social Care: necessary for the purposes of preventive or occupational medicine	Redstor Backup, Compass, Evolve, NHS, Studybugs, Wonde, Test Base, FFT Aspire, O Track, Green Plan-It, B&M Waste Management	Public Task
Student Religion	Special category reason - Reasons of substantial public interest (Equality of opportunity or treatment). or/and Health and Social Care: necessary for the purposes of preventive or occupational medicine	Redstor Backup, Compass, ParentPay, Studybugs, Wonde, NHS, Test Base, O Track, Taylor Shaw, Green Plan-It, B&M Waste Management	Public Task
Student First Language	N/A	Child's future school, SIMS, Redstor Backup, Compass, CPOMS, Evolve, NHS, Local Authority, Studybugs, Wonde, Microsoft 365 & Azure, Provision Map, Swimphony, Test Base, O Track, No More Marking, FFT Aspire, Green Plan-It, B&M Waste Management	Public Task
Medical information Including Dietary Restrictions & allergies	Necessary for preventative or occupational medical care	Redstor Backup, Evolve, ParentPay, Compass, Studybugs, Swimphony, Wonde, Wonde Evouchers, Taylorshaw, O Track, Green Plan-It, B&M Waste Management	Public Task
Special Education Needs	Reasons of substantial public interest (Equality of opportunity or treatment). or/and	Redstor Backup, Renaissance, Compass, Evolve, Studybugs, Swimphony, Wonde, FFT Aspire, MyON, Freckle Maths, NHS, Test Base, O Track, Green Plan-It, B&M Waste Management	Public Task

	Health and Social Care: necessary for the purposes of preventive or occupational medicine		
Doctors Details	N/A	Other medical and interventional authorities, SIMS, Redstor Backup, Microsoft 365 & Azure, Taylor Shaw, Green Plan-It, B&M Waste Management	Public Task
FSM entitlement	Reasons of substantial public interest (Equality of opportunity or treatment). or/and Health and Social Care: necessary for the purposes of preventive or occupational medicine	Redstor Backup, Renaissance, ParentPay, Studybugs, Compass, Evolve, Behaviour Watch, Test Base, O Track, No More Marking, Taylorshaw, Wonde, Green Plan-It, B&M Waste Management	Public Task
Pupil Premium Indicator	Reasons of substantial public interest (Equality of opportunity or treatment). or/and Health and Social Care: necessary for the purposes of preventive or occupational medicine	Redstor Backup, Evolve, Wonde, Compass, Swimphony, Test Base, O Track, No More Marking, Green Plan-It, B&M Waste Management	Public Task
Educational and Safeguarding Information used internally for the purpose of educating and protecting the welfare of children	Reasons of substantial public interest on the basis of 'safeguarding children or individuals at risk'	Redstor Backup, FFT Aspire, Microsoft 365 & Azure, Wonde, Green Plan-It, B&M Waste Management	Public Task
Student Exclusion Data	N/A	Redstor Backup, FFT Aspire, Wonde, Green Plan-It, B&M Waste Management	Public Task
Student Behaviour Data	N/A	Behaviour Watch, Local Authority, DfE, SIMS, Redstor Backup, CPOMS, Wonde, Child's Future School, Compass, Microsoft 365 & Azure, Green Plan-It, B&M Waste Management	Public Task
Student Attendance Data	N/A	Redstor Backup, Compass, Wonde, FFT Aspire, Behaviour Watch, Studybugs, O Track,	Public Task

			Green Plan-It, B&M Waste Management	
Student Admissions Register	N/A		Redstor Backup, Compass, Wonde, Green Plan-It, B&M Waste Management	Public Task
Assessment Results	N/A		Redstor Backup, Wonde, FFT Aspire, Test Base, O Track, Green Plan-It, B&M Waste Management	Public Task
Academic Progress Data	N/A		DfE (ASP, Collect, CTF), SIMS, Redstor Backup, Wonde, Provision Map, Test Base, O Track, No More Marking, Reading Cloud, Spelling Shed, Times Table Rock Stars, SPaG.com, Accelerated Reader, MyON, Freckle Maths, Reading Eggs, Mathseeds, Green Plan-It, B&M Waste Management	Public Task
Student Accident Forms	N/A		Behaviour Watch, Green Plan-It, B&M Waste Management	Public Task
Student Dinner & Trips Records/Payments	N/A		SIMS, Redstor Backup, Evolve, Microsoft 365 & Azure, Studybugs, ParentPay, Taylor Shaw, Green Plan-It, B&M Waste Management	Public Task
Student Photograph	N/A		Microsoft 365 & Azure, Wonde, SIMS, Redstor Backup, Behaviour Watch, CPOMS, Studybugs, Local Authority, DfE, Wonde, O Track, Taylor Shaw, Green Plan-It, B&M Waste Management	Public Task (photos are used for identification purposes)
CCTV Footage	N/A		Local Authority, Police	Public Task
Milk Records	N/A		Local Authority, DfE, Coolmilk, Green Plan-It, B&M Waste Management	Public Task
Student Previous School	N/A		Local Authority, DfE, SIMS, Microsoft 365 & Azure, Redstor Backup, Future School, Green Plan-It, B&M Waste Management	Public Task
Common Transfer File	N/A		Redstor Backup, Green Plan-It, B&M Waste Management	Public Task

Table 5 - Personal information we process because we have a legitimate interest

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Images captured on our CCTV system	n/a	This is not shared routinely	n/a

