

The Croft Preparatory School

Privacy Notice – Pupils and Parents

Who we are

The Croft Preparatory School of Alveston Hill, Loxley Road, Stratford Upon Avon, CV37 7RL is the Data Controller of the information you provide to us. This means we determine the purpose for which, and the manner in which, any personal data relating to you or child is processed.

The Croft School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z5879082.

We are committed to respecting your privacy and protecting your personal information from misuse or authorised disclosure and complying with the General Data Protection Regulation (GDPR) and other privacy laws.

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.

The Privacy Notice applies alongside any other information the school may provide about a particular use of personal data, for example when collecting data via an online or paper form.

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 their 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.

Responsibility for Data Protection

The school's Data Protection Officer (DPO) is Mr Stuart Morris, Health & Safety Manager and DPO, who can be contacted via the Data Controller's address, by emailing office@croftschool.co.uk or by telephoning 01789 293795.

What personal information do we process about pupils and parents?

The pupil and parent information that we collect, hold and share includes (but is not limited to):

- Pupil names, addresses, telephone numbers, email addresses and other contact details
- Pupil characteristics such as ethnicity, nationality, languages spoken and date and country of birth
- Attendance information such as attendance record, 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, admissions and appeals data
- Contact information for parents, carers and other relatives, including telephone numbers, home addresses and email addresses
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes
- Images of pupils (and occasionally other individuals) engaging in school activities, and images captured by the school's CCTV system. Images of pupils are also used on the management information system for identification purposes
- References given or received by the school about pupils, and information provided by previous educational establishments and/or other professionals or organisations working with pupils

Why do we use personal information?

We use pupil data:

- to support pupil learning
- to monitor, forecast 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 support pupils in their transition to secondary school or other primary schools
- to keep the school community safe and well

How the school collects data

Generally, the school receives personal data from you directly. This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written 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.

In some cases, personal data may be supplied by third parties (for example another school, or other professionals eg an educational psychologist working with a child or the local authority).

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:

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 process personal information for such purposes even if you have not consented to us doing so. Examples of data in this category include; pupil personal details, admissions and attendance information, safeguarding documents, educational records and medical information.

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.

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 relating to your child 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.

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.

We have a legitimate interest

Where 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 include images captured on our CCTV system or data processed to maintain relationships with the school community, including for the purposes of fundraising activity or alumni contact.

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:

- Explicit consent of the data subject
- Processing relates to personal data which is manifestly made public by the data subject
- Necessary for establishing, exercising or defending legal claims
- Necessary for reasons of substantial public interest
- Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- Necessary for archiving, historical research or statistical purposes in the public interest

Who has access to personal data and who the school shares it with?

We routinely share pupil information with:

- Croft school staff and governors
- Peripatetic music or sports teachers and club providers
- A number of school systems/programmes and management information software including (but not limited to) Tapestry, Engage, MS Teams, Smartlog, MyMaths, White Rose etc
- Schools that our pupils attend after leaving us
- The local authority
- The Department for Education (DfE)
- Local NHS services
- The Independent Schools' Inspectorate (ISI)
- Third-party organisers of school trips

Occasionally, on legitimate request, we may also need to share your personal information with:

- Professional advisers (eg insurers, lawyers)
- Other relevant authorities (eg the Police)
- NHS Test and Trace Scheme
- Public Health and other public health agencies

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

How long do we keep personal data?

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Please see the Data Protection and Retention Policy for details of data retention periods.

Transferring data internationally

Where we transfer personal data to a country outside of the UK, we will do so with the appropriate safeguards in place in accordance with data protection law.

Your Rights

You have various rights under Data Protection Law to access and understand the personal data held by the school, and in some cases to ask for it to be erased or amended or for the school to stop processing it, subject to certain exemptions and limitations.

Anyone wishing to access or amend their personal data, or to request that it is transferred to another person or organisation, or who has some other objection to how their personal data is used, should put their request in writing to the DPO.

The school will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time limits, which is one month in the case of requests for access to information. The school will be better able to respond quickly to smaller, targeted requests for information. If the request is manifestly excessive or similar to previous requests, the school may ask you to reconsider or charge a proportionate fee, but only where data protection law allows it.

You should be aware that certain data is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal professional privilege. The school is also not required to disclose any pupil examination scripts, nor any confidential reference given by the school for the purposes of the education, training or employment of any individual.

Pupil Requests

Pupils can make subject access requests for their own personal data, provided that, in the reasonable opinion of the school, they have sufficient maturity to understand the request they are making (see section Whose Rights below). Indeed, while a person with parental responsibility will generally be entitled to make a subject access request

on behalf of younger pupils, the information in question is always considered to be the child's at law.

A pupil of any age may ask a parent or other representative to make a subject access request on his/her behalf. Moreover, if they are of sufficient age, their consent or authority may need to be sought by the parent making such a request. Children aged 13 and above are generally assumed to have this level of maturity, although this will depend on both the child and the personal data requested, including any relevant circumstances at home. Children younger than 13 may however be sufficiently mature to have a say in this decision.

All information requests from, or on behalf of, pupils – whether made under subject access or simply as an incidental request – will therefore be considered on a case-by-case basis.

Consent

Where the school is relying on consent as a means to process personal data, any person may withdraw this consent at any time (subject to similar age considerations as above). Please be aware however, that the school may have another lawful reason to process the personal data in question, even without your consent.

Whose Rights

The rights under Data Protection Law belong to the individual to whom the data relates. However, the school will usually rely on parental consent to process personal data relating to pupils (if consent is required) unless, given the nature of the processing in question, and the pupil's age and understanding, it is more appropriate to rely on the pupil's consent.

In general, the school will assume that pupils' consent is not required for ordinary disclosure of their personal data to their parents, eg for the purposes of keeping parents informed about the pupil's activities, progress and behaviour, and in the interests of the pupil's welfare, unless, in the school's opinion, there is a good reason to do otherwise.

Pupils are required to respect the personal data and privacy of others, and to comply with the relevant school rules and policies in this regard.

Data Accuracy and Security

The school will endeavour to ensure that all personal data held about you is as up to date and accurate as possible. Please notify the school of any significant changes to important information, such as a change in contact details.

You have the right to request that any out-of-date, irrelevant or inaccurate or information is erased or corrected (subject to certain exemptions and limitations under Data Protection Law).

The school will take appropriate technical and organisational steps to ensure the security of your personal data, including policies around use of technology and devices, and access to school systems. All staff will be made aware of these policies and their duties under Data Protection Law, and will receive relevant training.

Updates to the Privacy Policy

The school will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

Queries and Complaints

Any comments or queries on this policy should be directed to the DPO using the contact details outlined above.

If you believe that the school has not complied with this Privacy Notice or acted otherwise than in accordance with Data Protection Law, please utilise the school complaints procedure and notify the DPO.

You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the school before involving the regulator.

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