The BeSkilled Partnership Privacy Notice for Parents, Pupils, Staff, Volunteers and Governors

November 2026

Privacy Notice

For parents and carers, pupils, staff, volunteers and governors

Important contact details

Data Protection Officer (DPO): SchoolPro TLC Limited

Email: DPO@SchoolPro.uk

For school-specific questions, please also contact the Headteacher of Long Whatton C of E PRIMARY at Office@longwhattonschool.org

The schools belonging to The BeSkilled Partnership are the data controllers for the personal data described in this notice, as applicable to the school's activities.

1. Privacy notice for parents and carers

Why we provide this notice

Data protection law gives individuals the right to be informed about how their personal data is used. This notice explains how the schools belonging to The BeSkilled Partnership collect, store and use personal data about pupils and, where relevant, parents and carers.

The personal data we hold

The information we may collect, use, store and share about pupils includes, but is not limited to:

- Contact details, contact preferences, date of birth and identification documents
- Results of internal assessments and externally set tests
- Pupil and curriculum records
- Characteristics, such as ethnic background, eligibility for free school meals and special educational needs
- Exclusion information
- Details of medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in schools that operate CCTV

We may also receive information about pupils from other organisations, including other schools, local authorities and the Department for Education. We may hold personal data about parents and carers where it is needed to communicate with families, meet our legal duties or support the education and welfare of pupils.

Why we use this data

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care and protect pupil welfare
- To assess the quality of our services
- To administer admissions waiting lists
- To carry out research where permitted
- To comply with legal requirements, including data-sharing duties

Our lawful bases for using pupil data

We only collect and use pupils' personal data when the law allows us to. The lawful basis will depend on the purpose and the information involved. Most commonly, we process pupil data because:

- We need to comply with a legal obligation
- We need to perform a task in the public interest or exercise official authority, including providing education

In some circumstances, we may also process data because:

- Consent has been given for a specific use
- Processing is necessary to protect the vital interests of the pupil or another person
- Processing is necessary for the Partnership's or a third party's legitimate interests, where those interests are not overridden by the individual's rights and freedoms
- The processing is for a recognised legitimate interest set out in UK data protection law

Where consent is the lawful basis, it can be withdrawn at any time. We will explain how to withdraw consent when we ask for it. Different lawful bases may apply to different parts of the same record or activity.

Collecting information

Most information we collect about pupils is required, but some information may be provided voluntarily. When we ask you or your child for information, we will explain whether it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not providing it.

How we store and retain information

We keep personal information about pupils while they attend the school and may retain it after they leave where necessary to meet legal obligations or for other lawful purposes. Information is retained and securely disposed of in accordance with the relevant school record retention schedule and the Partnership's Data Protection Policy.

Who we share information with

We do not share pupils' personal information with third parties unless the law and our policies allow us to do so. Where legally required or necessary and permitted by data protection law, we may share information with:

- The local authority, including for safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives, where appropriate
- Educators and examining bodies
- Ofsted
- Suppliers and service providers working for the school
- Central and local government
- Health authorities and health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts and tribunals
- Professional bodies, including social care organisations

The National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections, such as the school census. Some information is stored in the National Pupil Database (NPD), which is managed by the Department for Education and provides evidence about school performance and supports research. The Department for Education may share NPD information with organisations that promote children's education or wellbeing in England, subject to conditions governing its use. Further information is available from the Department for Education's guidance on how it collects and shares research data.

International transfers

If personal data is transferred to a country or territory outside the UK, the Partnership will ensure that the transfer complies with data protection law and that appropriate safeguards are in place. These may include an adequacy decision or Standard Contractual Clauses, as applicable.

Your rights and your child's rights

Individuals have rights over their personal data. These include the right to:

- Request access to personal data (a subject access request)
- Ask for inaccurate or incomplete information to be corrected
- Ask for personal data to be erased or for its use to be restricted, in certain circumstances
- Object to processing, in certain circumstances
- Withdraw consent where consent is the lawful basis
- Receive personal data in a structured, commonly used and machine-readable format, and have it transmitted to another organisation, in certain circumstances
- Object to direct marketing
- Challenge processing based on public task or legitimate interests, where applicable

- Receive information about significant decisions made solely by automated means and seek human review, make representations and challenge those decisions
- Be informed of a personal data breach where the law requires this
- Complain to the Information Commissioner's Office (ICO)

A parent or carer does not automatically have the right to make a subject access request on behalf of their child. The child's personal data belongs to the child. We assess the child's competence and maturity on a case-by-case basis and consider whether the child understands their rights and the implications of the request. A parent or carer may make a request where the child is unable to understand those rights and implications or has authorised the request.

Parents and people with parental responsibility may also request access to a child's educational record. The legal position differs according to the type of school. The master policy states that the Partnership has chosen to grant equivalent access to parents of its pupils in line with ICO guidance.

How to make a subject access request

Requests are recommended in writing, by letter or email, to the DPO. A request should identify the individual, provide contact details and describe the information requested. A request does not have to use particular wording. If staff receive a request, they should pass it promptly to the DPO or Headteacher.

We will respond without delay and normally within one month, subject to the applicable rules. We may ask for identification or clarification only where necessary and proportionate. If clarification is reasonably required, the response period may pause while we wait for it. Complex or numerous requests may qualify for an extension, which we will explain within the applicable timeframe. Requests are handled in accordance with data protection law and relevant Department for Education guidance.

Complaints

If you are concerned about how we use personal data, please contact the school or the DPO in the first instance. Under section 164A of the Data Protection Act 2018, individuals have a statutory right to complain about the handling of their personal data. We will acknowledge a complaint within 30 days and investigate and respond without undue delay.

If you remain dissatisfied, you can complain to the Information Commissioner's Office:

- Online: https://ico.org.uk/concerns/
- Telephone: 0303 123 1113
- Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

For questions, requests or concerns, contact the DPO at DPO@SchoolPro.uk or the Headteacher of your child's school.

2. Privacy notice for pupils

Why we use your information

You have a right to know how your school uses personal information about you. The schools belonging to The BeSkilled Partnership collect and use information to help you learn, keep you safe and look after your wellbeing.

What information we hold

This may include:

- Your contact details
- Your test and assessment results
- Your attendance and school records
- Information about your characteristics, such as ethnic background or special educational needs
- Information about medical conditions and support you receive
- Safeguarding information and details of behaviour issues or exclusions
- Photographs
- CCTV images, but only at schools that use CCTV

We may also receive information about you from other schools, the local authority and government departments.

Why we use your information

- To contact you and your parents or carers when needed
- To check how you are doing in lessons, assessments and exams
- To work out whether you or your teachers need extra help
- To understand how well the school is doing
- To look after your safety and wellbeing
- To meet legal duties

Why the law allows us to use your information

Most often, we use your information because we have to follow the law or because we need it to carry out our public task of providing education. Sometimes we may use it because you or your parent/carer has given permission, because it is needed to protect someone's vital interests, or because another lawful basis applies. If we rely on consent, you or your parent/carer can withdraw it. We will explain how when we ask for permission.

Do you have to give us information?

Sometimes you or your parent/carer must give us information. At other times, you can choose whether to give it. We will tell you when information is optional and explain what might happen if required information is not provided.

How long we keep information

We keep information while you attend the school and may keep it after you leave when we need to do so. We follow the school's record retention schedule and securely dispose of information when it is no longer needed.

Who we may share it with

We do not share your information outside the school unless the law and our policies allow us to. This may include sharing information with the local authority, Department for Education, your family or representatives where appropriate, other educators, exam bodies, Ofsted, service providers, health and social care organisations, professional advisers, police, courts and other public bodies where lawful.

The National Pupil Database

Some information about you is sent to the Department for Education as part of required collections, such as the school census. Some of it may be held in the National Pupil Database. The Department may share information with organisations that support children's education or wellbeing in England, subject to strict conditions.

Sending information to other countries

If your information is sent outside the UK, the Partnership will make sure the transfer follows data protection law and that appropriate safeguards are used.

Your rights

You have rights over your personal information. Depending on your age, understanding and the circumstances, you can ask to see it, ask for mistakes to be corrected, ask for it to be deleted or its use limited, object to some uses, withdraw consent where consent is used, and ask for certain information to be sent to another organisation. You can also complain to the school or the ICO.

You can ask to see your information by making a subject access request. We will consider your competence and maturity and whether you understand your rights and what the request means. We will consider each request individually.

Questions or concerns

Talk to your Headteacher or contact the Partnership's DPO at DPO@SchoolPro.uk. If you are unhappy about how your information is used, you can also contact the ICO at https://ico.org.uk/concerns/ or call 0303 123 1113.

3. Privacy notice for staff, volunteers and governors

Why we provide this notice

This notice explains how the schools belonging to The BeSkilled Partnership collect, store and use personal information about people employed or otherwise engaged to work with the schools, including staff, volunteers and governors.

The personal data we hold

The information we may collect, use, store and share includes, as relevant to the person's role:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact details
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including right-to-work documentation, references, CVs and application information
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of disciplinary and grievance procedures
- Absence data
- CCTV footage, where the school operates CCTV
- Driving licence information, where relevant
- Photographs
- Information about use of the school's information and communications systems

Some of the information may be special category personal data, such as information about race or ethnicity, religious beliefs, sexual orientation, political opinions, trade union membership, health and sickness records. We only process such information where a lawful condition applies.

Why we use this data

- To pay staff and administer employment benefits
- To carry out safe recruitment and meet safeguarding obligations
- To support performance management
- To inform recruitment and retention policies
- To support financial modelling and planning
- To enable equality monitoring, including ethnicity and disability monitoring
- To improve workforce data management
- To support the work of the School Teachers' Review Body

Our lawful bases for using this data

We process personal information where necessary to perform a contract, comply with a legal obligation or carry out a task in the public interest. Depending on the circumstances, we may also rely on consent, the vital interests of an individual, or legitimate interests of the Partnership or a third party where those interests are not overridden by the individual's rights and freedoms. UK data protection law also recognises certain legitimate interests for which the law has already determined that processing is lawful and proportionate.

Where consent is the lawful basis, it may be withdrawn at any time. We will explain how to do this when requesting consent. Special category and criminal offence data are processed only where an additional condition under data protection law is met.

Collecting information

Most information we collect from you is required for employment, engagement, safeguarding or legal purposes. Some information is optional. When we ask for information, we will explain whether you must provide it and, where relevant, the possible consequences of not doing so.

How we store and retain information

We maintain employment or engagement records as appropriate. These records are kept securely and used only for purposes relevant to the person's employment or engagement and the Partnership's lawful functions. After employment or engagement ends, information is retained and securely disposed of in accordance with the relevant school retention schedule and the Partnership's Data Protection Policy.

Who we share information with

We do not share staff, volunteer or governor information with third parties unless the law and our policies allow us to. Where legally required or necessary and lawful, we may share information with:

- The local authority, including for safeguarding, headteacher performance and staff dismissal matters
- The Department for Education
- Family members or representatives where appropriate
- Educators and examining bodies
- Ofsted
- Suppliers and service providers, including payroll providers
- Financial organisations
- Central and local government
- Trade unions and associations
- Health authorities and health and social welfare organisations
- Security organisations
- Professional advisers and consultants
- Police forces, courts and tribunals
- Professional bodies
- Employment and recruitment agencies

International transfers

If personal data is transferred outside the UK, the Partnership will ensure that the transfer complies with data protection law and that appropriate safeguards are in place, which may include an adequacy decision or Standard Contractual Clauses.

Your rights

You have rights over your personal data, including the right to request access, ask for inaccurate data to be corrected, request erasure or restriction in certain circumstances, object to processing in certain circumstances, withdraw consent where consent is the lawful basis, and request data portability where the law provides this. You may also have the right to challenge significant decisions made solely by automated means and seek human review, make representations and challenge those decisions. You may be notified of a personal data breach where the law requires it.

To exercise your rights, contact the DPO at DPO@SchoolPro.uk or the Headteacher of the relevant school. Subject access requests are recommended in writing, but do not need to use particular wording. We may request identity evidence only where necessary and proportionate. We will respond within the legal timeframe.

Complaints

If you are concerned about how your personal information is used, contact the school or the DPO in the first instance. We will acknowledge a complaint within 30 days and investigate and respond without undue delay. If you remain

dissatisfied, you can complain to the ICO at https://ico.org.uk/concerns/, by telephone on 0303 123 1113, or by post to Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact

The Partnership's DPO is SchoolPro TLC Limited, contactable at DPO@SchoolPro.uk. You may also contact the Headteacher of the school where you work or volunteer, or which you serve as governor.

4. Information for all groups

CCTV and surveillance

Some Partnership schools operate CCTV. Where CCTV is used, it is used to help keep the school site safe. The Partnership will follow the ICO's guidance for surveillance systems, including CCTV. Individuals do not need to give permission for CCTV to operate, but the school will make it clear where recording takes place through visible cameras and prominent signs. Enquiries about a school's CCTV system should be directed to its Headteacher.

Data protection complaints and the ICO

The Partnership takes concerns about the collection and use of personal information seriously. Please raise concerns with the relevant school or the DPO first. You can also complain to the Information Commissioner's Office using the contact details in this notice.

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