



Pupil Privacy Notice (How we use pupil information)

You have to be told about how your school uses your personal information (data). This document tells you this information.

This privacy notice applies to you when we believe you understand your rights and can make your own decisions. This is generally considered to be after the age of 12, but we will consider this for each individual pupil. If this document does not apply, there is a pupil and parent privacy notice that does.

The categories of information that we hold about you includes:

- name, contact details, address and date of birth
- characteristics (such as language spoken, free school meal eligibility)
- safeguarding information
- attendance
- exam and test results
- behaviour information
- information on how the school's IT systems are used by you
- school trips and events
- canteen/catering information
- any emails/letters you or your families have sent to us or any we have sent to you or to your family
- any complaints you or your families have made
- details of any support received
- monies paid/owed to us

Why we collect and use this information

We collect and use this information:

- a) to support your learning
- b) to monitor and tell you and your family about your progress and results
- c) to provide care for you
- d) to check the quality of our services
- e) to keep you and everyone at the school safe and secure

Agape MAT document: This is an adapt and adopt document. This means the document must be adopted by each school. The policy may contain sections that need to be adapted to reflect the individual setting.

- f) to send information to the Department For Education
- g) to make sure we can support any educational, health or social needs
- h) to make sure everyone is treated fairly and equally
- i) to help you decide on what you would like to do after full time education
- j) to make sure our computers, school systems and equipment are being used appropriately and safely
- k) for admissions into our school
- l) to look after school property
- m) comply with any laws

We will only use your information for the reason we have collected it, unless we think that we need to use it for another reason and it is for a similar reason. If we need to use your information for a different reason, we will tell you and give you all the information we need to. We may do this without your knowledge, or you agreeing to this, where we are allowed to do so.

Marketing

Where you have agreed, we may send you marketing information by email promoting school events, campaigns, charitable causes or other services. You can stop these emails at any time by contacting us (see 'Contact us' below).

Automated decision-making and profiling

We do not process your data through automated decision-making or profiling. If this changes in the future, we will change this document and let you know.

We have to inform you which basis we gather and use your data under the data protection laws.

Items c, f, h, k and m above is collected because we are under a legal obligation to do so.

Items e and g are to protect you vital interests (for example your life and wellbeing).

Items a to m are because we need to carry out functions as a school in the public interest.

We may also collect very personal data (called special category data). This includes information about your:

- race and/or ethnicity
- religious beliefs
- physical and mental health/medical conditions
- CCTV images whilst you are in school
- Photographs/video, audio and/or digital recordings whilst you are in school
- Special educational needs and disabilities
- Biometric information (fingerprints to pay for school lunches) (This will only be collected if you agree. A different method of paying for school lunches will be provided instead if you do not agree or have agreed before but now wish to change your mind) This applies to students at Altwood School only.
- Criminal convictions where we hold information for safeguarding or behavioural purposes.

We gather and use special category personal data:

A: to safeguard your welfare and provide appropriate support and medical care

B: to take action in the event of an emergency, incident or accident. This may be, for example, to get medical advice, to give medical information to an paramedics if an ambulance is called, safeguarding, to assist with emergency services, police or social services

C: to provide educational services if you have any special educational needs

D: as part of any complaints, disciplinary or investigation process that involves such data, for example if there are SEND, health, criminal or safeguarding elements

E: to enable us to carry out our role as we have to do certain things under the law (for example ensure child protection and health and safety)

F: to keep everyone at the school safe and secure

G: to pay for school lunches (where you have agreed)

We have to inform you which basis we gather and use your data under the data protection laws.

We rely on the substantial public interest test in particular:

8 – equality of opportunity and/or treatment (E above)

10 – preventing or detecting illegal acts (D, E, F)

16 – support for individuals with a particular disability or medical condition (A-E inclusive)

18 – safeguarding of children or vulnerable individuals (A,B, D, E, F,)

Altwood School pupils only: We will only gather and use biometric information if you have agreed or your parents have agreed.

Collecting pupil information

Most of the of the information we hold will have come from you or your family. We may however also have information about you from :

- Local Authorities
- Government departments or agencies
- Police, Courts or tribunals
- Other schools
- The Department for Education

Your information is essential for us as a school. Whilst most of the information you or your family gives to us is required, some of it you have a choice whether you give it to us. We will let you whether you are required to provide the information to us or if you have a choice.

Storing data

We safely store your information for the amount of time shown in our retention of records schedule which is on the schools website in the policies drop down menu.

We have security measures to stop your personal information being accidentally lost, used or seen by persons not permitted to see your information.

We will not keep your personal information after we no longer have a legal reason to keep it. We will ensure your personal data is deleted or if your information is on paper we will shred it.

Who we share pupil information with

We share information with:

- Schools that you attend after leaving us
- Your Parents/Carers
- Our local authorities (and your local authority if you do not live in the Royal Borough of Windsor & Maidenhead or Wokingham area, as relevant)
- Agape Multi Academy Trust
- Youth support services (pupils aged 13+)
- The Department for Education (DfE) and other government agencies or departments
- The NHS
- Emergency Services
- Police forces, courts, tribunals
- Education Welfare Service
- Intensive Family Support Service
- Social Services
- Education Psychologists
- Alternative Providers
- MASH (Multi-Agency Support Hub)
- CAMHS
- Shine
- Speech and Language team
- OFSTED
- Exam boards
- SISRA Analytics
- Learning Plus UK
- Online Career guidance providers
- Auditors
- Parent Pay and Tucasi (online financial systems to enable payments to be made for trips, equipment and canteen)
- Contractors/suppliers who provide services to the school such as school photographers, school caterers, wrap around care, co-curricular external clubs, external tutors and counsellors
- External software that allows us to communicate with you and your family
- External software that allows us to review your test and exam results
- External software which allows us to improve our curriculum

Youth support services

Pupils aged 13+

Once you reach the age of 13, we also pass information to your Local Authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the your name, address and date of birth. However where your parent or guardian agrees, other information relevant to the provision of youth support services will be shared. This right is transferred to you once you are 16 years old.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with your Local Authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit ~~Wokingham Council's~~ your Local Authority's website.

If you are a pupil at Altwood School your Local Authority is Royal Borough of Windsor & Maidenhead and here is the link to the page you need on their website [Achieving for Children | Royal Borough of Windsor and Maidenhead](#)

If you are a pupil at these schools (Robert Piggott Infant, Robert Piggott Junior, The Piggott School or Shinfield St. Mary's) your Local Authority is Wokingham Council and here is the link to the page you need on their website [Young people](#)

National Pupil Database

We have to provide information about you to the Department for Education as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database \(NPD\)](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations, such as organisations that promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares personal data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

Transferring data abroad

We may share personal information about you with companies or organisations that are based outside the UK, where different data protection laws apply for instance to schools/universities abroad or security organisations. Where we transfer your personal information abroad, we will do so in accordance with UK law.

In cases where we have to set up special arrangements to complete the transfer of information, you can find out what those are by contacting us.

Why we regularly share pupil/parent/carer information

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

Requesting access to your personal data

You have the right to request to see the information that we hold on you. To make a request for your information contact your school's Data Protection Officer (details are at the bottom of this document).

You can also:

- Say that you do not want your personal information to be used
- Object to us using or dealing with your personal information in a way that is likely to cause, or is causing, upset
- Stop it being used to send you marketing materials
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office (ICO) if you feel we have not used your information in the right way
- Claim compensation if the data protection rules are broken and this harms you in some way

We may refuse your request above for valid reasons, which depend on why we're using your personal information. For example:

- Your right to have all your information deleted or destroyed doesn't apply when we are using your information because of a legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another person/organisation, does not apply when we are using your information because of a legal obligation, vital interests, public task or legitimate interests
- Right to object to use of your private data doesn't apply when we are using your data for contracts, legal obligation or vital interests. If we are using your information because you have agreed, you don't have the right to object, but you have the right to stop your agreement.

If you wish for us to do any of these things, please contact us (see 'Contact us' below).

If you have a worry or a complaint about the way we are collecting or using your personal information, please contact us first or contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> (Telephone: 0303 123 1113. Address: The Information Commission Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF)

For information on how to request access to your personal information held by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Last updated

We may need to update this privacy notice in the future so we suggest that you revisit this information from time to time. This version was last updated in March 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact your school's Data Protection Officer.

List of Schools and DPO contacts:

For The Agape Multi Academy Trust: Mrs Rebecca Marr Agape Multi Academy Trust, C/O The Piggott School, Twyford Road, Wargrave, Berkshire, RG10 8DS. Email: MarrR@agapetrust.co.uk Telephone: 01189 402357

For Altwood School: Satswana Services, Suite G12 Ferneberga House, Alexandra Road, Farnborough, Hampshire, GU14 6DQ. Email: admin@satswana.com Telephone: 01252 759177. Enquiries and requests should be sent in the first instance to Mrs N. Walker, Headteacher's PA, Altwood School, Altwood Road, Maidenhead, Berkshire, SL6 4PN nwalker@altwoodschool.co.uk

For The Piggott School: Mr David Thatcher, The Piggott School, Twyford Road, Wargrave, Berkshire, RG10 8DS. Email: dpo@piggottschool.org Telephone: 01189 402357

For Robert Piggott Infant & Junior Schools: Mrs Caroline Hoyle, School Business Manager, Beverley Gardens, Wargrave, Berks RG10 8ED. Tel: 0118 940 2414 Email: DPO@robertpiggott.wokingham.sch.uk

For Shinfield St. Mary's CE Junior School: Mrs Fiona Eames, Shinfield St. Mary's Junior School, Chestnut Crescent, Shinfield, Reading, RG2 9EJ. Email: admin@shinfield-st-marys.wokingham.sch.uk. Telephone: 01189 883663

How Government uses your data

The pupil data that we lawfully share with the Department for Education (DfE) through data collections:

- Calculates the amount of school funding we receive
- informs 'short term' education policy monitoring school accountability and intervention (for example, school GCSE results).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department for Education's (DfE) NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting crime may use their powers to contact the Department for Education (DfE) to request access to individual level information relevant to that crime.

For information about which organisations the Department for Education (DfE) has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) holds about you

You are entitled to ask the Department for Education (DfE):

- if they are using your personal data
- for a description of the data they hold about you

- the reasons they're holding it and any person or organisation it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>