



Pupil and Parent/Carer Privacy Notice (How we use pupil and parent/carers information)

Under UK data protection law, individuals have a right to be informed about how we as a school and trust use any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils and parents and carers of pupils at our school and trust.

Our trust, Agape Multi Academy Trust, C/O The Piggott School, Twyford Road, Wargrave, Berkshire, RG10 8DS ((01189 402357) is the 'data controller' for the purposes of UK data protection law.

This privacy notice applies to parents and carers whilst we believe your child is not capable of understanding and exercising their own data protection rights and to parental data we hold. Once a child is able to understand their rights over their own personal data (generally considered to be age 12, but this will be considered on a case-by-case basis), this privacy notice applies to pupils in relation to their data.

The categories of pupil/parent/carers information that we process includes:

- personal identifiers and contacts (such as name, unique pupil number, contact details, address and date of birth)
- characteristics (such as language spoken, free school meal eligibility and management)
- safeguarding information (such as court orders and professional involvement) and information related to keeping pupils safe
- attendance (such as sessions attended, number of absences, reasons for any absences and any previous/future schools attended)
- Internal and external assessment and attainment results
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- information on how the school computing and other IT/communication systems are used
- information relating to school trips and events (including copy of passports)
- canteen/catering information
- Records of your correspondence and contact with us
- Details of any complaints you have made
- Details of any support received, including care packages, plans and support providers
- Financial records for monies paid/owed to us

- Destination data

Why we collect and use pupil and parent/carers information

We collect and use pupil/parent/carers information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children and everyone at the school safe and secure
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections
- g) To make sure we are able to address and support any educational, health or social needs
- h) To make sure everyone is treated fairly and equally
- i) To help pupils decide on what they would like to do after full time education
- j) To make sure our computers and school systems and equipment are being used appropriately, legally and safely
- k) Administer admission waiting lists
- l) Administer school property
- m) Comply with the law regarding data sharing

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails at any time by contacting us (see 'Contact us' below).

Use of your personal data in automated decision-making and profiling

We do not process any pupil, parents' or carers' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil information are:

Article 6 – 1 (c) processing is necessary for compliance with a legal obligation to which the controller is subject; (items c, f, h, K and M)

Article 6 – 1 (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person (items e and g);

Article 6 - 1(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (items a to m inclusive)

Article 6 – 1 (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child (items a - m inclusive)

We may also collect special categories of data including:

- Information about race and/or ethnicity
- religious beliefs
- physical and mental health and medical conditions (such as doctors information, allergies, medication and dietary requirements)
- CCTV images captured in school
- Photographs/video, audio and/or digital recordings captured in school or captured on trips, visits or sporting events
- Special educational needs and disabilities (including the needs and ranking)
- Biometric information (fingerprints to pay for school lunches) (This will only be collected by consent. Alternative method of paying for school lunches will be provided instead if a parent/carer or pupil does not give consent or withdraws consent)
- Criminal convictions for example, where a parent/carer volunteer requires a check with the Disclosure and Barring Service (DBS) or we hold information for safeguarding or behavioural purposes. However, this will only be undertaken where and to the extent it is necessary for a lawful purpose in connection with attending an academy or volunteering at an academy.

We process special category personal data:

A: To safeguard pupils' welfare and provide appropriate pastoral and medical care

B: To take appropriate action in the event of an emergency, incident or accident, including the disclosure of an individual's medical condition or other relevant information where it is in the individual's interests to do so: for example, for medical advice, for social protection, safeguarding, and cooperation with emergency services, police or social services,

C: To provide educational services in the context of any special educational needs of a pupil;

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

E: For legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with its legal obligations and duties of care

F: To keep everyone at the school safe and secure

G: As part of a volunteer recruitment process

H: To pay for school lunches (where we have explicit consent)

Under the [UK General Data Protection Regulation \(UK GDPR\)](#), the lawful bases we rely on for processing pupil information are:

Article 9 – 2 g reasons of substantial public interest (with a basis in law). Under Schedule 1 of the DPA 2018 we rely on:

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

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

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

18 – safeguarding of children or individuals at risk (A,B, D, E, F, G)

Where Article 9 – 2 g does not apply we will only process the data if consent has been given in accordance with Article 9 – 2 (a). This applies to H - biometric information.

Collecting pupil/parent/carers information

Most of the of the data we hold will come from the pupil or parents/carers. We may however also hold data from :

- Local Authorities
- Government departments or agencies
- Police, Courts or tribunals
- Other schools or Trusts
- Department for Education
- Disclosure & Barring Service

Pupil/parent/carers data is essential for the schools' operational use. Whilst the majority of information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing data

We hold pupil/parent/carers data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our schools website.

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer have a legal requirement to retain it.

Who we share pupil information with

We routinely share information with:

- Schools that the pupils attend after leaving us
- Parents/Carers
- Our local authorities (and neighbouring local authorities if our pupils are resident) to meet our legal obligations to share certain information with them, such as safeguarding concerns and information about exclusions
- Agape MAT
- 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
- Other schools
- MASH (Multi-Agency Support Hub)
- CAMHS
- Shine
- Speech and Language team
- OFSTED
- Exam boards
- SISRA Analytics
- 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, wraparound care providers, externally run co-curricular clubs, external tutors and counsellors
- External software that allows us to communicate with pupils/parents/carers
- External software that allows us to analyse assessment data and exam results
- External software which allows us to enhance our curriculum
- Berkshire Sensory Consortium Service

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our 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:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our 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 our local authority website.

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 internationally

We may share personal information about you with the following international third parties (companies or organisations that are based outside the UK), where different data protection legislation applies for instance to schools/universities abroad or security organisations.

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

Why we regularly share pupil/parent/carer information

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

Requesting access to your personal data

Under data protection legislation, parents, carers and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact your child's school DPO contact. Please note that once your child is 12, or we are of the opinion that the pupil are capable of understanding and exercising their own rights about their data, we will not comply with the subject access request unless the pupil has given their consent. This also applies to the rights below.

You also have the right to:

- Say that you don't want your personal information to be used
- Object to the processing of personal data that is likely to cause, or is causing, damage or distress
- 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 information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

See information on the types of lawful basis in page 4 of this privacy notice.

To exercise any of these rights, please contact us (see 'Contact us' below).

Where we are processing your personal data with your consent, you have the right to withdraw that consent.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance 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 further information on how to request access to personal information held centrally 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 periodically so we recommend that you revisit this information from time to time. This version was last updated in June 2026.

Contact

If you would like to discuss anything in this privacy notice, please contact your child's school DPO contact.

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:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- 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>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education (DfE) and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education (DfE).

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice/national-pupil-database-npd-privacy-notice>

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 or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting 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

Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient 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>