

Privacy Notice – Parents

Date: Nov 2025

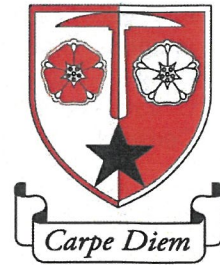
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Introduction

Audenshaw School must process the personal data of its students and parents to fulfil our statutory and operational duties as an education provider.

As part of our obligations under the UK General Data Protection Regulation (UK-GDPR) we must inform you what personal data we process about you, why we need it and how it is used and managed. This information is provided in the following privacy notice.

Data Controller

The school is the 'Data Controller' for the personal information that we process about you. This means that we are responsible for your data and make decisions on how it is used.

Data Protection Officer

The school has appointed a Data Protection Officer (DPO) who is responsible for overseeing compliance with the relevant data protection legislation. Our DPO provides support to the school and acts as the first point of contact for any questions or queries regarding data protection. Our DPO is Mrs Monks who can be contacted on:

T: 0161 336 2133 | E: monkss@audenshawschool.org.uk

The categories of Student information that we process:

The school process the following categories of information about students and their families; this information forms the key student record evidencing their educational development:

Students:

- Student name, address and contact details.
- Unique Student Number (UPN)
- Characteristics including gender, first language, ethnicity and religion.
- Allergies and special dietary requirements.
- Special educational needs (SEN) and medical records.
- Safeguarding and behaviour records.
- Attendance and absence records.
- Assessment and progress records.
- After-school club and extra-curricular activities records.
- school meal records (free and paid)

Parents:

- Name, address and contact details.
- Emergency contact information.
- Proof of identity and parental responsibility (where required)
- NI number (free school meal entitlement).
- Payment records (meals, trips, uniforms etc)

Alongside the student record, the following information about students will be processed throughout their time at school:

- Images – CCTV
- images – Identification

Health & Safety	Health & Safety at Work Act (1974)	Providing a safe & secure environment
Safeguarding	Safeguarding Act (2006)	Safeguarding of Children
	Keeping Children Safe in Education (2024)	
	Working Together to Safeguard Children (2018)	
SEND	Children & Families Act (2014) – Special Educational Needs & Disability Code of Practice (2014)	Provide support & pastoral care

***Please contact the school office if further information is required about our legal obligations.**

2. Personal data is processed in the performance of a **public task** for example:
 - The use of CCTV to create a secure environment and to aid in crime prevention and detection.
 - Data is processed in the act of providing a full-time education to students; our curriculum.
3. The school has a **contractual obligation** to process personal data for instance when taking payment from parents for school meals and trips.
4. The school has a **legitimate interest** to process personal data when providing educational resources and services to students. Such activities are not part of the statutory curriculum but complement the Student's education, examples include access to classroom resources and learning apps.
5. **Consent** has been provided for the school to process data; consent is reserved for situations when the use of data is optional such as including students in promotional images and using student fingerprints to access the lunchtime system and other school services.
6. The school must process personal data in the act of protecting or saving someone's life; there is a **vital interest**. This lawful basis will typically apply in situations where we must share details with emergency services and first aiders if an incident or accident has occurred.

Special category data

Special category data is information that we process that is much more sensitive in nature such as details about health and wellbeing and characteristics including gender, ethnicity and religion. The school must take extra measures to ensure such information is secure and confidential, therefore we must meet an additional lawful basis from the UK-GDPR.

When processing special categories of personal data in the routine running of the school, we rely upon the following conditions:

1. **Explicit consent** (written) has been provided to make a referral to an outside agency for support with their child's health and wellbeing; this will typically involve the sharing of student records containing special category data.
2. Personal data is processed for reasons of **substantial public interest** including:
 - Sharing special categories of personal data about students with the government to meet our legal and statutory obligations; submitting census data to the DfE for instance.
 - Collecting special categories of personal data for equal opportunities monitoring to ensure all of our students receive equal treatment.
 - Referring serious safeguarding concerns about a student's health and wellbeing to the police and social services; situations where parental consent is not appropriate.

The school routinely shares student information with the following third parties to fulfil our legal duties:

- schools that the student attends once leaving us.
- The Local Authority
- The Department for Education
- Youth Support Services
- NHS

Appendix A provides further details on statutory data sharing.

In addition to statutory data sharing, student data is shared with the following third-party providers of services to fulfil our operational duties as an education provider:

- ICT to give students access to the necessary school systems.
- Information Management Software Providers to help us manage student information more effectively.
- Classroom apps and software to provide students with access to learning resources.
- Caterers to manage lunchtime provision more effectively.

In certain circumstances, we also share student data with the following organisations:

- Auditors to ensure we are compliant and meet best practice standards.
- Third party support agencies if assistance is required to support a student's health and wellbeing or educational development (therapists, psychologists etc).
- Police and emergency services if an accident or incident has occurred.
- Professional advisors if assistance is required to support the school with legal advice.
- Governing bodies if an incident or accident has occurred and we have a duty to report the details to them. Examples include the HSE and ICO.
- Insurance provider if we must enact a claim to which you are a party.
- Courts if we are party to a legal claim that involves you and your child.

Checks are performed on third parties with whom we share personal data to ensure they meet the high levels of data protection compliance and security expected by the school. The school take a minimalist approach to data sharing and only provide the limited amount of data if it is strictly necessary.

Transferring data internationally

We do not routinely transfer the personal data of students and their families outside of the United Kingdom (UK). However, some of our software providers will store data remotely on servers outside of the UK, typically within the European Economic Area (EEA) whose member states must also comply to the same high standards set out in the UK-GDPR.

The school will not share any personal data with such providers or any third parties outside of the UK unless we are satisfied that they meet the necessary conditions of the UK-GDPR for international data processing.

Requesting access to your personal data and your rights

Under data protection legislation you have the right to request access to the personal data that the school holds about you and your child. You have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete.
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- to restrict our processing of your personal data (i.e., permitting its storage but no further processing).
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

Under data protection law, individuals also have certain rights regarding how their personal data is used and kept safe. You have the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress.
- object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)

collections, under section 3 of The Education (Information About Individual Students) (England) Regulations 2013.

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

We are required by law, to provide information about our students to the DfE as part of statutory data collections; the school census is an example of when we share data. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>.

We may be required to share information about our students with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.