Privacy Notice for Students 2026-27

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you to explain where and how we process your personal data. This privacy notice explains how we collect, store, and use personal data about you.

We, **Abbot Beyne School**, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is provided by Staffordshire County Council (see 'Contact us' below).

The Personal Data We Hold

We hold personal information about you to ensure we can help you learn and safeguard you at school. For the same reasons, we obtain information about you from other sources—such as previous schools, the local council, and government departments.

This information includes:

- Contact details
- Test, assessment, and exam results
- Attendance records
- Characteristics, such as ethnic background, eligibility for Free School Meals, or Special Educational Needs (SEN)
- Any medical conditions
- Behaviour records and exclusion details
- Photographs, images, and video recordings
- CCTV images captured on school grounds

Why We Use This Data

We use this data to help run the school, including to:

- Get in touch with you and your parents/carers when necessary
- Check how you are doing in exams and determine whether you or your teachers need extra support
- Track how well the school as a whole is performing
- Look after your wellbeing and safety

Our Legal Basis for Processing This Data

We will only collect and use your personal information when the law allows us to. Most commonly, under UK GDPR Article 6, we process your information where:

- We need to comply with a legal obligation
- We need to perform a task in the public interest (to provide you with an education)

Less commonly, we may process your personal information where:

- You or your parents/carers have given us explicit consent
- We need to protect your vital interests (or someone else's vital interests)

Where processing relies on consent, you or your parents/carers may withdraw this consent at any time. We will explain how to withdraw consent whenever it is requested.

Collecting This Information

While in most cases providing personal information is mandatory, there are occasions when providing data is optional. We will always clarify whether providing information is optional or mandatory, and explain any consequences of failing to provide required data.

How We Store This Data
We keep personal information about you while you are a student at our school. We may also retain it after you leave, where required by law or official guidance.
Our retention schedule complies with current Department for Education (DfE) and Information and Records Management Society (IRMS) guidelines available at:
Gov.uk DfE Data Retention Schedule

Data Sharing
We do not share personal information about you with third parties without permission from you or your parents/carers, unless data protection law and our policies permit or require us to do so.
Where legally required or necessary, we may share information with:

- **Our Local Authority (Staffordshire County Council)** – to meet legal duties such as safeguarding concerns and exclusions
- **The Department for Education (DfE)**
- **Your family and legal representatives**
- **Educators, examining bodies, and regulators** (e.g., Ofsted)
- **Suppliers and service providers** – to enable contracted services
- **Financial organisations**
- **Central and local government bodies**
- **Auditors and professional advisers/consultants**
- **Survey and research organisations**
- **Health and social welfare organisations**
- **Security organisations**
- **Charities and voluntary organisations**
- **Police forces, courts, and tribunals**

National Pupil Database (NPD)
We are required to provide information about you to the Department for Education (DfE) as part of statutory data collections such as the school census.
This data is stored in the **National Pupil Database (NPD)**, managed by the DfE, which provides evidence on school performance and supports educational research. The DfE may share information from the NPD with third parties promoting children's education or wellbeing under strict legal conditions.
For further details, refer to the DfE guidance on how research data is collected and shared.

Youth Support Services
Once you reach the age of 13, we are legally required to pass certain information to Staffordshire County Council under its responsibilities for 13–19 year-olds' education and training. This enables them to provide youth support services, post-16 education/training options, and careers advice.
You (once aged 16) or your parents/carers can contact our DPO to request that only your name, address, and date of birth are passed to Staffordshire County Council.

International Data Transfers

Where personal data is transferred to an organisation outside the UK or European Economic Area (EEA), we ensure appropriate safeguards are in place in full compliance with UK GDPR international transfer provisions (such as adequacy regulations or standard data protection clauses).

Your Rights

Subject Access Requests

You can find out if we hold personal data about you and request access by submitting a 'Subject Access Request' (SAR), provided you have sufficient understanding to exercise your rights.
If we hold data about you, we will:

- Give you a description of it
- Explain why we hold and process it, and how long it will be kept
- State where we obtained it from (if not from you or your parents)
- Identify who it has been or will be shared with
- Inform you if automated decision-making is involved
- Provide a copy of the information in an accessible format

Other Data Protection Rights

Under UK GDPR, you also have the right to:

- Object to processing where it causes harm or distress
- Prevent processing for direct marketing purposes
- Object to automated decision-making and profiling
- Have inaccurate data corrected, erased, or restricted
- Claim compensation for damages caused by a breach of data protection laws

Complaints

We take complaints regarding data protection seriously. Please raise any concerns with our Compliance Manager in the first instance.
You can also lodge a complaint directly with the **Information Commissioner's Office (ICO)**:

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

Contact Us

If you have questions, concerns, or wish to exercise your rights, please contact:

- **Compliance Manager:** James Church, Deputy Headteacher, Abbot Beyne School
- **Data Protection Officer:** Information Governance Unit, Staffordshire County Council, 2 Staffordshire Place, Stafford, ST16 2DH

Privacy Notice for Staff 2026-27

Under data protection law, individuals have a right to be informed about how the school uses 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 individuals we employ, or otherwise engage, to work at our school.

We, **Abbot Beyne School**, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is provided by Staffordshire County Council (see 'Contact us' below).

The Personal Data We Hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store, and share (when appropriate) about you includes, but is not restricted to:

- 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 copies of right-to-work documentation, references, and application details
- Qualifications and employment records (work history, job titles, working hours, training records, professional memberships)
- Performance information and appraisal outcomes
- Outcomes of any disciplinary and/or grievance procedures
- Absence data and sickness records
- Copy of driving licence
- Photographs and CCTV footage
- Data regarding your usage of the school's ICT systems

Special Categories of Personal Data

We may also collect, store, and process "special category" data, including:

- Race, ethnicity, religious beliefs, sexual orientation, and political opinions
- Trade union membership
- Health data, medical conditions, and occupational health reports
- Criminal record checks (DBS details)

Why We Use This Data

The purpose of processing workforce data is to support school operations, including to:

- Enable you to be paid and manage statutory deductions
- Facilitate safe recruitment as part of our safeguarding duties towards students
- Support effective performance management and professional development
- Inform recruitment and retention policies

- Allow accurate financial planning and workforce modelling
- Enable equality and diversity monitoring
- Satisfy statutory and regulatory reporting requirements

Lawful Basis for Processing
We process personal data in accordance with UK GDPR Article 6 requirements:

- **Contractual Obligation:** Necessary to fulfil or enter into an employment contract with you.
- **Legal Obligation:** Necessary to comply with statutory legal duties (e.g., employment, tax, and safeguarding laws).
- **Public Task:** Necessary to perform a task in the public interest (delivering state education).
  Less commonly, we may process workforce data where:
- You have provided explicit consent
- Processing is necessary to protect your vital interests or those of another individual
  Lawful Basis for Special Category & Criminal Offence Data
- **Special Category Data (UK GDPR Article 9):** Processed under Article 9(2)(b) (employment and social security law) and Article 9(2)(g) (reasons of substantial public interest under Schedule 1 of the Data Protection Act 2018).
- **Criminal Offence Data (UK GDPR Article 10):** Processed pursuant to Schedule 1, Part 1 or Part 2 of the Data Protection Act 2018 for statutory safeguarding requirements.
  Where processing relies on consent, you may withdraw your consent at any time by contacting our Compliance Manager.

How We Store This Data
We create and maintain a secure employment file for each staff member. Information is held securely and accessed only for purposes directly relevant to your employment.
Following the termination of employment, personnel files are retained or destroyed in line with our retention schedule and current Department for Education (DfE) guidance:
Gov.uk DfE Retention Schedule

Data Sharing
We do not share information about you with any third party without consent, unless permitted or required by data protection law.
Where legally required or necessary, we share workforce data with:

- **Staffordshire County Council** – to satisfy statutory obligations regarding safeguarding, governance, and staff dismissals
- **Department for Education (DfE)**
- **Ofsted**
- **Contracted Service Providers & Payroll Organizations**
- **Pensions and Financial Bodies**
- **Trade Unions and Professional Associations**
- **Occupational Health and Health Authorities**
- **Auditors, Professional Advisers, and Legal Consultants**
- **Police Forces, Courts, and Tribunals**
- **International Data Transfers**

Where personal data is transferred to a recipient outside the UK or European Economic Area (EEA), transfers are conducted using valid legal safeguards under UK GDPR, such as UK Adequacy Regulations or the UK International Data Transfer Agreement (IDTA).

Your Rights

Subject Access Requests

Staff members have a legal right to submit a 'Subject Access Request' (SAR) to access personal data held about them.

SARs are processed free of charge within one calendar month of receipt (which may be extended by up to two additional months for complex queries).

Upon request, we will:

- Confirm whether we are processing your personal data
- Provide a description and copy of the data
- Detail the purposes of processing, retention periods, and recipients
- Explain your rights regarding correction, erasure, and restriction

Additional Rights

Under UK GDPR, you also have the right to:

- Request correction of inaccurate personal data
- Request erasure or restriction of processing under specific legal grounds
- Object to direct marketing or automated profiling (Abbot Beyne School does not execute automated decision-making or profiling on staff records)
- Claim compensation for damages caused by a data protection breach

Complaints

We take data protection concerns seriously. If you believe our data processing is non-compliant, please raise your concern with our Compliance Manager or DPO in the first instance.

You also have the right to lodge a complaint directly with the **Information Commissioner's Office (ICO)**:

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

Contact Us

For questions, concerns, or to exercise your rights:

- **Compliance Manager:** James Church, Deputy Headteacher, Abbot Beyne School
- **Data Protection Officer:**
  Information Governance Unit, Staffordshire County Council, 2 Staffordshire Place, Stafford, ST16 2DH

Privacy Notice for Parents / Carers 2026-27

Under data protection law, individuals have a right to be informed about how the school uses any personal data held about them. We comply with this right by providing privacy notices (sometimes called 'fair processing notices') to individuals where we process their personal data.

This privacy notice explains how we collect, store, and use personal data about students.
We, **Abbot Beyne School**, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is provided by Staffordshire County Council (see 'Contact us' below).

The Personal Data We Hold
Personal data that we may collect, use, store, and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, and identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for Free School Meals, or Special Educational Needs (SEN)
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of support received, including care packages, plans, and support providers
- Photographs, images, and video recordings
- CCTV images captured on school premises

We may also hold data about students received from other organisations, including previous schools, local authorities, and the Department for Education.

Why We Use This Data
We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare and safety
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out educational research
- Comply with statutory data-sharing obligations

Our Legal Basis for Using This Data

We only collect and use students' personal data when data protection law allows us to. Most commonly, under UK GDPR Article 6, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest (delivering state education)

Less commonly, we may also process personal data where:

- We have obtained explicit consent to use it in a specific way
- We need to protect the individual's vital interests (or someone else's vital interests)

Where processing relies on consent, this consent can be withdrawn at any time by contacting our DPO.

Special Category & Criminal Offence Data

- **Special Category Data (UK GDPR Article 9):** Processed under Article 9(2)(b) (employment and social protection) or Article 9(2)(g) (reasons of substantial public interest under Schedule 1 of the Data Protection Act 2018).
- **Criminal Offence Data (UK GDPR Article 10):** Processed pursuant to Schedule 1 of the Data Protection Act 2018 for statutory safeguarding requirements.

Collecting This Information

While the majority of information collected about students is mandatory, some information is provided voluntarily. Whenever we seek to collect information, we will clarify whether providing it is mandatory or optional, and explain any consequences of failing to comply.

How We Store This Data

We keep personal information about students while they attend Abbot Beyne School. We may also retain it after they leave if necessary to comply with legal obligations.
Our retention schedule complies with current Department for Education (DfE) guidelines:
Gov.uk DfE Data Retention Schedule

Data Sharing

We do not share information about students with third parties without consent unless data protection law and our policies allow us to do so.
Where legally required or necessary, we share personal data with:

- **Staffordshire County Council** – to fulfill statutory obligations regarding safeguarding, attendance, and exclusions
- **The Department for Education (DfE)**
- **The student's family and legal representatives**
- **Educators, examining bodies, and Ofsted**
- **Suppliers and service providers** – to enable contracted services
- **Financial organisations**
- **Central and local government bodies**
- **Survey and research organisations**
- **Health and social welfare authorities**
- **Security organisations**
- **Professional advisers and consultants**
- **Charities and voluntary organisations**
- **Police forces, courts, and tribunals**

National Pupil Database (NPD)

We are required to provide statutory information about students to the Department for Education (DfE) as part of data collections such as the school census.
This information is stored in the **National Pupil Database (NPD)**, managed by the DfE, which provides evidence on school performance and supports educational research. The DfE may share NPD data with approved third-party organisations under strict terms and conditions.

For further information, refer to the DfE guidance on how research data is collected and shared.

Youth Support Services
Once students reach the age of 13, we are legally required to pass certain information to Staffordshire County Council under its statutory responsibilities for 13–19 year-olds. This enables them to provide youth support, post-16 education/training services, and careers guidance. Parents/carers (or students aged 16 and over) can contact our DPO to request that only the student's name, address, and date of birth are shared with Staffordshire County Council.

Transferring Data Internationally
Where personal data is transferred to an organisation outside the UK or European Economic Area (EEA), we ensure appropriate safeguards are applied in full compliance with UK GDPR international transfer provisions (such as UK Adequacy Regulations or International Data Transfer Agreements).

Parents' and Students' Rights Regarding Personal Data
Subject Access Requests
Individuals have a legal right to submit a 'Subject Access Request' (SAR) to gain access to personal information held about them. Parents/carers may make a request on behalf of their child where the child is not considered mature enough to understand their rights (typically under age 12), or where the child has provided explicit consent.
SARs are responded to free of charge within **one calendar month** of receipt. Upon receiving a request, we will:

- Give you a description of the data held
- Explain why it is being held and how long it will be kept
- State where it was obtained from
- Identify who it has been or will be shared with
- Confirm whether any automated decision-making applies
- Provide a copy in an accessible, intelligible format

Parents/carers also have an independent statutory right to request access to their child's educational record by contacting the Headteacher.

Other Rights
Under data protection law, individuals also have the right to:

- Object to data processing where it causes damage or distress
- Prevent personal data from being used for direct marketing
- Object to automated decision-making and profiling (Abbot Beyne School does not conduct automated decision-making on student records)
- Request correction, erasure, or restriction of inaccurate data
- Claim compensation for damages caused by a data protection breach

Complaints
We take data protection complaints seriously. If you believe our data processing is unfair or non-compliant, please contact our Compliance Manager in the first instance.

You also have the right to lodge a complaint directly with the **Information Commissioner's Office (ICO)**:

- **Online:** ico.org.uk/concerns
- **Telephone:** 0303 123 1113

- **Post:** Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact Us

If you have any questions or wish to exercise your rights, please contact:

- **Compliance Manager:** James Church, Deputy Headteacher, Abbot Beyne School
- **Data Protection Officer:** Information Governance Unit, Staffordshire County Council, 2 Staffordshire Place, Stafford, ST16 2DH