



LEOMINSTER PRIMARY SCHOOL

Privacy Notice

Pupils, Parents & Carers

Status	Approved
Date last approved by Govs	12.06.2026
Responsible Person	Headteachers
To Review Date	January 2028
Last Amended Date	June 2026

This privacy notice explains how and why we collect, use, share and store personal information about current and former pupils and their parents/carers.

The Data Protection Officer

Our Data Protection Officer (DPO) is Ms Samantha Smith. You can contact the DPO by email: igschools@herefordshire.gov.uk or telephone: 01432 260282.

Information held about you

To provide education and support services, we need to collect and use personal information about pupils and, where relevant, about parents/carers. This information includes:

- personal identifiers and contacts (such as name, unique pupil number, date of birth, contact details and address, and parent/carer contact details)
- characteristics (such as ethnicity, language, nationality/country of birth, free school meal eligibility and pupil premium information)
- safeguarding information (such as court orders and professional involvement, and any concerns raised at school) special educational needs and disability (SEND) information (including needs and provision)
- medical and administration information (such as doctor's details, health information, allergies, medication and dietary requirements)
- attendance information (such as sessions attended, number of absences, reasons for absences and previous schools attended)
- assessment and attainment information (such as teacher assessments, national curriculum assessment results, exam results, and post-16 courses enrolled on)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- information about the support provided (such as care packages, plans and support providers)
- information relating to communications with you (such as details of home visits, meetings and telephone calls, and any permissions/consents)
- details of trips, activities, clubs and wraparound care (where applicable)

- catering and free school meal management information
- financial information (such as payments made and eligibility checks)
- photographs and CCTV images (where applicable)
- information about the use of our IT systems, equipment and facilities (such as user account details, access logs and internet filtering/monitoring records)

This list is not exhaustive.

Why we collect this data and how will we use the information we hold about you

We collect and use this information to carry out our functions as a school, to provide education and support services, and to meet our legal obligations. This includes:

- to support pupil learning
- to monitor and report on pupil attainment and progress
- to provide appropriate pastoral care and support
- to safeguard pupils and promote welfare (for example, managing allergies, medical needs and emergency contacts)
- to assess and improve the quality of our services
- to manage admissions (where applicable) and support transfers between schools
- to administer school payments, meals, trips and other services (where applicable)
- to keep our IT systems, devices and networks safe, and make sure they are used appropriately and lawfully
- to meet the statutory duties placed upon us for Department for Education (DfE) data collections (for example, the school census)
- to support school funding and local/national education policy monitoring and research

This information is essential for the school's operational use. While the majority of information you provide to us is mandatory some of it is requested on a voluntary basis. In compliance with 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 and we will tell you what you need to do if you do not want to share this information with us.

Information may also be obtained from other sources including the local authority and other educational settings previously attended.

What is the legal basis for us to process your data?

Under UK data protection law (UK GDPR and the Data Protection Act 2018), we must have a lawful basis for processing personal data.

In most cases, we process personal data because it is necessary for us to:

- perform a task in the public interest / in the exercise of official authority (for example, providing education, safeguarding and carrying out our statutory duties)
- comply with a legal obligation (for example, Department for Education and local authority data returns)
- protect someone's vital interests (where there is a serious risk to life)

- perform a contract (where we have an agreement with you, for example for certain paid-for services)
- use consent (for example, where we ask permission for certain uses of photos, trips or communications). Where we rely on consent, you can withdraw it at any time.

Some of the information we process is ‘special category’ personal data (for example, information about health, SEND, ethnicity or safeguarding). Where we process special category data, we also make sure we meet the additional legal conditions required under UK GDPR.

Where we rely on consent to use personal data, you can withdraw your consent at any time. We will make this clear when requesting consent and explain how to withdraw it.

Who is processing my data?

All personal data is processed in accordance with UK data protection law. The school is the data controller for the personal information described in this privacy notice.

We use trusted third-party suppliers (data processors) to provide services on our behalf (for example, our management information system, payment systems, learning platforms and safeguarding software). When we use a processor, we make sure appropriate contracts and security measures are in place, and that they only process personal data on our instructions.

- Bromcom – used to manage pupil data, breakfast club, after school clubs, wrap-around and trips and manage online payments
- MCAS – MyChildatSchool (Part of Bromcom) – used to communicate with parents and enable booking/ paying for clubs and trips
- Custr – used for electronic sign in of staff and pupils arriving late or leaving early
- Herefordshire Council – used in relation to attendance issues to manage penalty notice warnings and any further legal action required
- Herefordshire Council’s Synergy Portal – used to manage early years application and nursery funding
- Herefordshire Council Revenues & Benefits – used to manage free school meal applications
- Sitech Ltd – supplier used to manage pupil data backups and ICT technical support
- Tempest Photography – for the production of annual individual and class/ team school photos
- Tapestry – used for parental access for EYFS pupils’ work and to upload photos taken at home. Used to share information for home and school and also used by school for assessment purposes
- Cool Milk – used for the management of free school milk for Reception and Nursery pupils
- Dolce/School Grid – used to produce daily lunch registers
- Company producing Year 6 leavers’ hoodies.

Who we will share your information with

We do not share personal information about pupils, parents or carers with anyone without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with UK data protection law), we may share information with:

- schools, colleges and other education providers that pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- health services (including the school nurse and NHS, where relevant)
- the police and other law enforcement agencies (where required by law or where necessary for safeguarding)
- suppliers and service providers (so they can provide the services we have contracted them to provide)

We will only share personal information without consent where it is required or permitted by law (for example, for safeguarding, to meet statutory reporting duties, or where there is a serious risk of harm). Where we share information, we will share the minimum necessary and only with the relevant people.

Department for Education (DFE)

The DfE collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data is transferred to the DfE using approved secure methods. For privacy information on the data the DfE collects and uses, please see <https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

Local Authorities

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

- the Schools Admission Code, including conducting Fair Access Panels.
- social care legislation.

Data is transferred securely to the local authority using approved and secure methods.

Automated decision making and profiling

We do not currently process any pupils' 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.

How do we store and how long do we keep your information?

We will keep personal information only for as long as we need it for the purposes we collected it for, including meeting any legal, accounting or reporting requirements. We keep information in line with our records retention schedule/records management policy and dispose of it securely when it is no longer required.

Your rights

You have a number of rights under UK data protection law. These include the right to request access to personal information, to ask us to correct inaccurate information, and (in some circumstances) to request deletion or restriction of processing.

If you would like to exercise any of your rights, please contact the school using the details in this notice. We may need to ask for information to confirm your identity before responding.

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school on 01568 616919.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Further details on the school's complaints procedure can be found on the school's website: www.leominsterprimaryschool.co.uk.

You also have the right to make a complaint to the Information Commissioner's Office (ICO). You can contact the ICO by telephone on 0303 123 1113 or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Further information can be found on the ICO's website [Make a complaint | ICO](#)

Providing Accurate Information

It is important that we hold accurate and up-to-date information. If any of your details (or your child's details) have changed, please let us know as soon as possible so that we can update our records.

Contact

If you would like to discuss anything in this privacy notice, or if you have any questions or concerns about how your information is used please contact: the School Business Manager on 01568 616919.

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.