Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

Privacy Notice – Pupil and Parent (Secondary)

Date Approved by Trust	**July 2026**
Statutory Policy	**No**
Required on Website	**Yes**
Review Period	**2 Years**
Next Review Date	**July 2028**
Reviewed by	**DPO**

1. Revision History

The below table provides the revision history for this document. Each revision has an associated date, issue number, and description of the changes and/or content. The document revisions appear in descending order, with the most-recent iteration appearing first in the table.

Date	Version	Description	Author
09/06/2026	0.g	Updated re FSM	Jacqui Ridley
03/03/2026	0.f	Updated in relation to RLI	Sarah Burns Data2Action
30/05/2024	0.e	3rd review, no changes	Sarah Burns Data2Action
03/07/2023	0.d	2nd review changes to reflect new MIS provider	Sarah Burns, Data2Action
15/07/2022	0.c	1st Review no changes	Jacqui Ridley
11/06/2021	0.b	Final Approved	Jacqui Ridley
19/05/2021	0.a	Initial Draft	Karen Latimer, Data2Action

2. Document Approval

Document Name	Privacy Notice – Pupil and Parent	
Publication Date	July 2026	
Prepared by	Sarah Burns, Data2Action	
Approval (Name & Organization)	See cover	Sign

3. Pupil and Parent Privacy Notice

The Bishop Wilkinson Catholic Education Trust (the Trust and associated schools) is committed to keeping your personal information safe and secure.

This notice is intended to provide information about how the Trust will use or "process" personal data about individuals including current, past, and prospective pupils ("pupils") and their parents, carers or guardians (referred to in this notice as "parents").

We take the security of your data very seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed and is not accessed except by its employees and service providers in the performance of their duties.

If you find this privacy notice difficult to understand, you can ask your parents or another adult such as your teacher to help you understand it.

4. Responsibility for Data Protection

The Trust is the data controller for personal information held by the schools within the Trust and is registered with the Information Commissioner's Office (ICO), registration number ZA307087.

The Data Protection Officer, Sarah Burns, is responsible for ensuring the Trust complies with the Data Protection Law. Sarah can be contacted on gdpr@bwcet.com.

The Headteacher in each school is responsible for ensuring the school complies with the Trust's policies and procedures in relation to Data Protection.

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed.

5. The personal data we hold

We hold personal information about our pupils to make sure we can help them learn and look after them at school. For the same reasons, we get information about our pupils from some other places too, like other schools, the local council, medical and education professionals, and the government. This information that we collect and process includes:

- Personal information and contacts (such as name, date of birth, gender, nationality, unique pupil number, email address, telephone number and address)
- Photographs and video images
- Characteristics (such as language, ethnic origin, religious belief and free school meal eligibility)

- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Medical information (such as doctor's information, child health, allergies, medication and dietary requirements, information forming part of an Education Health and Care Plan)
- Special Educational Needs information (including the needs, information from other professional services, information contained in an Education Health and Care Plan)
- Safeguarding information (such as court orders and professional involvement)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Assessment and attainment information (such as key stage 1 and phonics results, key stage 2 and 4 results, post 16 courses enrolled for and any relevant results)
- School trip information (such as consents and current medical issues, or voluntary contributions made)
- Provision of educational software in support of teaching and learning
- Information to enable pupils/students to be provided with a school meal or Biometric information (fingerprinting) to enable the pupil to pay and be provided with a school meal
- Information required to meet our statutory requirements for statutory returns and audit
- CCTV captured images, to keep our premises safe and secure

We also collect and process personal data about parents. The type of data we collect and process includes:

- Personal information and contacts (such as name, date of birth, email address, telephone number and home address)
- Your relationship to the pupil
- Personal identifiers such as your National Insurance number to check eligibility for Free School Meals
- General correspondence to and from school and other professional bodies
- Other information that may be necessary to ensure the education and safeguarding of all pupils

This list is not exhaustive.

6. Why we use this information

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

- provide pupils with an education including career services and extra-curricular activities
- look after our pupils wellbeing and to safeguard our pupils' welfare providing appropriate pastoral (and where necessary, medical) care
- monitor pupils' progress and educational needs

- enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils at the school.
- maintain relationships with the school community
- help us with management planning and forecasting, research and statistical analysis and to enable us to monitor the school and Trust's performance
- monitor use of the school's IT systems in accordance with the school's Acceptable Use of IT Systems Policy
- receive information about current and prospective pupils from any educational institution that they attended
- confirm the identity of prospective pupils and their parents
- use photographic or video images of pupils in learning journeys or in school displays for legitimate educational purposes. Photographs for promotional use or for use in school newsletters or school or other websites or media will only be used with pupils'/ parents' permission
- create invoices and process payments for services such as school meals, school trips etc
- for security purposes, and for regulatory and legal purposes (for example child protection and health and safety) and to comply with our legal obligations
- receive reports from any organisation that may be working with you/ your child
- where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school/Trust
- to keep you updated about the running of the school (such as emergency closures), events or activities including by sending updates and newsletters by email and post
- administer admissions waiting lists
- check for Free School Meals eligibility

7. Use of personal data for marketing purposes

Where parents have given us consent to do so, we may send information by email or text promoting school events, campaigns, charitable causes or services that may be of interest. This may include relevant and appropriate information about fundraising events held by the school or other local charities, or information about local commercial or not for profit services such as holiday clubs, child-friendly activities or other children's services.

Parents can withdraw consent or 'opt out' of receiving these emails and/or texts by contacting the school office.

8. The legal basis on which we process this information

We will only collect and use pupil and parent information when the law allows us to, most often, we will use your information where:

- We need to comply with the law (in meeting the statutory duties placed upon us)
- We need to use it to carry out a task in the public interest (to provide our pupils with an education)
- We need to use it for a recognised legitimate interest
- Pupils, or their parents/carers have given us permission (consent) to use it in a certain way
- Four our legitimate interests
- We need to protect your or someone else's vital interests (protect your life)

Where we have received permission (consent) to use your data, you (pupils and/ or parents/carers) may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

9. Collecting this information

Pupil data is essential for the schools' operational use.

While in most cases pupil, or their parents, must provide the personal information we need to collect, there are some occasions when you can choose whether to provide the data.

We will always tell you if it is optional or if you must provide the data and we will explain what might happen if you do not.

In addition, when a child joins us from another school, we receive a secure file containing relevant information called a Common Transfer File (CTF).

We ask parents to keep pupil information up to date. You will receive invites to register from your school and reminders to update your information regularly throughout the school year.

10. Storing information

We keep personal information about pupils and parents while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal or policy obligations.

For information on how we keep your data safe please read our Data Protection Policy on the school website. You can also ask for a copy of the Data Retention Policy and Schedule from school which details the duration personal data is retained for.

11. Sharing pupil information

We share data for the reasons listed above ("Why we collect and use this information"). We will never sell your data.

We do not share personal information about you with anyone outside the school without permission from our pupils or their parents/carers unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law we may share personal information about our pupils and parents with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The Department for Work and Pensions
- A pupil's family and representatives
- Schools within the Bishop Wilkinson Catholic Education Trust
- Educators and examining bodies
- Youth support / Careers guidance services (pupils aged 13+)
- Our regulator (Ofsted)
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities such as the School Nurse and other medical professionals
- Health and social welfare organisations
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations in support of pupils' needs
- Police forces, courts, tribunals
- Professional bodies
- Schools that the pupils attend after leaving us
- CCTV provider
- School meal providers where relevant allergy information is vital (usually primary settings only)
- Suppliers and service providers and educational software providers in support of teaching and learning to enable them to provide the service we have contracted them for such as:

    - Arbor – Our school information management system
    - CPOMS – safeguarding and behaviour management system
    - SISRA - Data Management and Insight system
    - Weduc – School Communication Strategy
    - A Star Attendance – Attendance monitoring solution
    - Group call/School Comms/ Parent Pay – our parent communication and payment systems
    - Educational and Assessment Software – in support of teaching and pupil assessment
    - Office 365 – including Microsoft Outlook, Microsoft OneDrive, Microsoft Teams

- H&S Accident Reporting
- Parents Evening Booking Systems – Microsoft Teams Attendance, Soft Cloud

This list is not exhaustive.

We may also share your information with:

- other partners, where we have your consent for example, music teachers
- other third-party partners, where we have your consent, providing services such as after school clubs

12. National Pupil Database

We are required to provide information about our pupils to the Department for Education (a government department) as part of data collections such as the school census. Some of this information is then stored in the National Pupil Database, 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 which 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 research data.

You can also contact the Department for Education if you have any questions about the database.

13. Youth support services

Once pupils reach the age of 13, we are legally required to pass on certain information about them to the local authority or youth support services provider in your area, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Once you reach the age of 16 you can object to only your name, address and date of birth being passed to the local authority or provider of youth support services by informing us.

Data is securely transferred to the youth support service via secure email or transfer and is stored in their secure systems and held for no longer than is necessary to fulfil its purpose.

14.Transferring data internationally

When we share information or store it in our school systems, your data may be transferred outside of the UK. Where this is the case we will ensure organisational and technical measures are in place, including any necessary contracts, agreements or clauses necessary to protect your data and in compliance with UK Data Protection legislation.

15. Your rights over your information

You have several rights over how your personal data is used and kept safe, including the right to:

- Ask to access your personal data, known as a Subject Access Request
- Say that you do not want it to be used if this would cause, or is causing, harm or distress
- Say that you do not want it used to make automated decisions about you (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- You may also ask us to send your personal information to another organisation electronically in certain circumstances.

To exercise any of these rights, please contact us at XXXXXXXXXX (insert school contact details).

17. Contact us

Should you wish to exercise any of your rights or should you have any questions, concerns, or you would like more information about anything mentioned in this Privacy Notice, please contact the school at XXXXXX (add in school contact details). Alternatively, you can contact our Data Protection Officer Sarah Burns, via gdpr@bwcet.com

18.Complaints

We take any complaints about our collection and use of your 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 the school direct or with our DPO in the first instance, via GDPR@BWCET.com. We will acknowledge your complaint within 30 days and provide a full response without undue delay.

Alternatively, you can make a complaint to the Information Commissioner's Office:

Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

Email: https://ico.org.uk/concerns/ Call: 0303 123 1113