



# Abbot's Lea School – Privacy Notice for Parents/Carers Use of Your Child's Personal Data (Updated 2026)

## 1. Introduction

Under UK data protection law (UK GDPR and Data Protection Act 2018), you and your child have the right to be informed about how the school uses any personal data we hold about them.

This privacy notice explains how we collect, store, use, and share personal data about students at Abbot's Lea School.

Data Controller:

Abbot's Lea School, Beaconsfield Road, Woolton, Liverpool, L25 6EE, UK

Data Protection Officer (DPO): IT & Data Manager

## 2. Personal Data We May Hold

We collect, use, and process a range of personal data about students, including but not limited to:

### Personal and Identifying Information

- Name, date of birth, address and contact details
- Contact preferences and emergency contact details
- Identification documents

### Education and Performance Records

- Internal assessment and externally set test results
- Student and curricular records
- Attendance records and exclusions

### Health and Wellbeing Information

- Medical and health information (physical and mental)
- Safeguarding information
- Details of special educational needs and support plans

### School Immunisation Programmes

Abbot's Lea School works with the NHS School Aged Immunisation Service, provided by Mersey Care NHS Foundation Trust, to deliver vaccination programmes for pupils.

As part of this service, pupil information may be shared securely with the NHS to enable vaccination planning and consent collection. From April 2026, consent and vaccination data will be processed using the national Manage Vaccinations in Schools (MAVIS) system.

MAVIS securely processes vaccination and consent data for school-aged children as part of their direct care, in line with NHS privacy and data protection standards.

### Other Categories

- Ethnicity, eligibility for free school meals, and languages spoken

- Details of support received, including care packages and providers
- Photographs and CCTV images captured in school
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We may also receive data about your child from other organisations, including other schools, local authorities, and social services.

### **3. Why We Use This Data**

We use your child's data for the following purposes:

- To support teaching and learning – monitoring and reporting on academic progress
- Pastoral care and safeguarding – ensuring welfare and appropriate support
- Statutory reporting – fulfilling legal obligations such as school census returns
- Quality assurance and research – evaluating school services
- Admissions management – administering waiting lists
- Legal compliance – including safeguarding, funding, and statutory returns

### **4. Legal Basis for Processing**

We process student personal data when the law allows us. The main legal bases we rely on are:

- Legal obligation – to comply with statutory duties
- Public task – tasks carried out in the public interest (e.g., education provision)
- Consent – where you have specifically agreed to particular processing
- Vital interests – for example, where there is a risk to someone's life

Where we use consent to process data (e.g., for some photography or communications), you may withdraw that consent at any time.

### **5. How We Collect Information**

Most information is collected directly from you or your child, for example via admission forms, parental questionnaires, or school communications. We also receive data from other sources, such as previous schools, local authorities, NHS services, and government departments.

### **6. How Long We Store Data**

We retain personal information about students for as long as necessary to meet legal obligations and legitimate purposes (e.g., until after statutory retention periods have expired). Records are kept securely in line with the Information and Records Management Society's Toolkit for Schools.

### **7. Who We Share Data With**

We do not share student personal data with any third party unless the law allows or requires it. Where sharing is necessary, we may disclose information to:

- Local authority – for statutory duties including safeguarding
- Department for Education (DfE) – for statutory data collections (e.g., school census)
- Health, social care, or welfare authorities – where required for pupil support, including immunisation programmes
- Police, courts, and tribunals – in legal or safeguarding situations
- Suppliers and service providers – where contracted to deliver services for the school

### **8. National Student Database (NPD)**

We are required to provide certain information about students to the Department for Education for inclusion in the National Student Database (NPD), which is used to inform research and school performance statistics. Access to the NPD is governed by strict terms and conditions. For further information, visit the DfE website.

## 9. Youth Support Services (Age 13+)

Once your child reaches the age of 13, we are required by law to pass certain information to the local authority so they can support education, training, and careers services for young people aged 13–19. Parents (or students aged 16+) can request that only name, address, and date of birth are shared.

## 10. Data Transfers Outside the UK

If we transfer personal data to a country outside the UK, we will only do so in accordance with UK data protection law, using appropriate safeguards.

## 11. Marketing and Communications

Where you have given consent, Abbot's Lea School may send information by email, text, or post about:

- School events and activities
- Campaigns or charitable initiatives
- Services that may be of interest to you

You may withdraw consent or opt out of receiving these communications at any time by contacting the Data Protection Officer.

## 12. Your Rights

Under UK GDPR, you and your child have rights regarding personal data, including:

- Request access to personal data (subject access request)
- Request correction of inaccurate data
- Request deletion or restriction of processing in certain circumstances
- Object to certain types of processing
- Request data portability
- Withdraw consent where relevant
- Claim compensation for data breaches

Parents may make a subject access request for their child's data where the child is not considered mature enough to understand their rights (usually under age 12), or where the child has provided consent.

Requests should be made to the Data Protection Officer.

### Contact Us

Data Protection Officer: IT & Data Manager

Email: [ITDM@abbotsleaschool.co.uk](mailto:ITDM@abbotsleaschool.co.uk)

Phone: 0151 428 1161

Address: Abbot's Lea School, Beaconsfield Road, Woolton, Liverpool, L25 6EE, UK

### Complaints

If you have a concern about how we handle your child's personal data, please contact the Data Protection Officer in the first instance.

If you remain unhappy, you may complain to the Information Commissioner's Office (ICO):

- Online: [ico.org.uk/concerns](https://ico.org.uk/concerns)
- Phone: 0303 123 1113
- Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF