



Privacy Notice for Parents

FROM APRIL 2026

Aquinas Church of England Education Trust





Policy control			
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V2	30/04/26	MCA	Updated to reflect The Data (Access and Use) Act 2025



Privacy notice for Parents

This privacy notice is for parents of pupils attending **Bishop Ridley Church of England Primary School** (the Academy) part of **AQUINAS Church of England Education Trust** (the Trust).

The Trust and the Academy collects a lot of data and information about pupils attending the Academy so that it can run effectively as a school and so the Trust can meet its responsibilities as the admission authority. As a result, it is necessary to collect personal data from you as the parent(s) of a registered pupil at the Academy. This privacy notice explains how and why we collect your data, what we do with it and what rights you have in relation to the personal data and information collected.

Privacy Notice (How we use your information)

We are a Church of England primary academy and part of the Trust, which is the data controller for the purposes of General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA). The Trust is a charitable company limited by guarantee under company number 07525735. The Trust's offices are at Magpie Hall Lane, Bromley BR2 8HZ. For further information of the Trust please see www.aquinastrust.org.

As the legal entity responsible for the Academy, the Trust acknowledges its obligations under the data protection legislation to parents of pupils registered at the Academy in respect of your personal data and is committed to the principles of data protection as detailed in the Trust's Data Protection Policy.

Why do we collect and use your personal information?

We collect and use your personal information under the following lawful bases:

- a. where we have the consent of the data subject (Article 6 (a));
- b. where it is necessary for compliance with a legal obligation (Article 6 (c));
- c. where processing is necessary to protect the vital interests of the data subject or another person (Article 6(d));
- d. where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6 (e)).
- e. where it is necessary for the purpose of recognised legitimate interests. This condition is lawful basis for the Trust in limited public interest conditions such as the sharing of information for the safeguarding of children, for the prevention, detection or investigation of a crime, emergency response or to support another organisation's public interest task.

Where the personal data we collect about you is sensitive personal data, we will only process it where:

- a. we have explicit consent;
- b. processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent; and / or
- c. processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect



the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

In addition, the processing satisfies one of the requirements of 1 Part 2 of the DPA.

Please see our Data Protection Policy for a definition of sensitive personal data.

We use your personal data to support our statutory functions of running a school and in relation to our responsibilities in terms of your children, in particular:

- a. to support pupil learning;
- b. to monitor and report on pupil progress;
- c. to provide appropriate pastoral care;
- d. to assess the quality of our services;
- e. to comply with the law regarding data sharing;
- f. for the protection and welfare of pupils and others in the school;
- g. for the safe and orderly running of the school and the associated ancillary services such as catering;
- h. for the administration and business functions of the Academy.

The categories of information that we collect, hold and share about you include:

- a. Personal information (such as name, address, contact details, occupation (optional) and place of work);
- b. Parent details (such as relationship to pupil, siblings (optional))
- c. Marital status (such as divorced, separated, court order in place);
- d. Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- e. Medical Information (such as medical conditions which may impact on your child);
- f. Family circumstances (such as poor attendance, free school meals and pupil premium)
- g. CCTV

From time to time and in certain circumstances, we might also process personal data about you, some of which might be sensitive personal data, including information about criminal proceedings / convictions, information about court proceedings, family life, child protection / safeguarding. This information is not routinely collected about you or your children and is only likely to be processed by the Academy in specific circumstances relating to particular pupils, for example, if a child protection or welfare issue arises or if a pupil is involved in a criminal matter. Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and / or the Police. Such information will only be processed to the extent that it is lawful to do so and appropriate measures will be taken to keep the data secure.

We collect information about you when your child joins the Academy and update it during their time on the roll as and when new information is acquired.

Collecting your information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the Data Protection Legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this. Where appropriate, we will ask you for consent to process personal data where there is



no other lawful basis for processing it, you may withdraw consent at any time.

In addition, the Academy also uses CCTV cameras around the school site for security purposes and for the protection of staff and pupils. CCTV footage may be referred to during the course of disciplinary procedures (for staff or pupils) or investigate other issues. CCTV footage involving will only be processed to the extent that it is lawful to do so. Please see our CCTV policy for more details.

Storing your data

We hold your data in accordance with the Trust's Document Management and Retention Policy which can be found at <https://www.aquinastrust.org/Policies/>.

A significant amount of personal data is stored electronically, for example, on our database, information management systems, finance and payroll systems and IT systems. Some information may also be stored in hard copy format.

Data stored electronically will be saved on VSL On Premises to Cloud backup. Veeam Endpoint is used to back up server data to a local NAS for faster recovery. All data storage centres are located within the UK and Europe. The contracts with these providers contain the necessary provisions to ensure the security of personal data. All data is backed up and measures are in place to protect the data from cyberattacks and ransomware.

Personal data may be transferred to other countries if, for example, your child is relocating to a different country and joining a new setting abroad your details may be transferred as a part of this process. Appropriate steps will be taken to keep the data secure.

Who do we share your information with?

Your information and data is shared with staff at the Academy and Aquinas central, where necessary.

We routinely share your information with:

- schools that your child attends after leaving us;
- our local authority, the London Borough of Bromley or East Sussex County Council;
- a pupil's home local authority (if different);
- School Payment System Providers.
- Clubs run by external providers

From time to time, we may also share your information other third parties including the following:

- the Police and law enforcement agencies;
- health professionals including the school nurse, educational psychologist;
- Education Welfare Officers;
- Courts, if ordered to do so;
- Social Care and other external agencies;
- Prevent teams in accordance with the Prevent Duty on schools;
- other schools, for example, if we are negotiating a managed move and we have your



consent to share information in these circumstances;

- our legal or HR advisors;
- the Risk Protection Arrangement;
- DfE
- Panels dealing with Admissions and Suspensions

Some of the above organisations may also be Data Controllers in their own right in which case we will be jointly controllers of your personal data and may be jointly liable in the event of any data breaches.

In the event that we share personal data about you with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

Why we share your information

We do not share information about our pupils or you with anyone without consent unless the law allows us to do so. To find out more about the data collection requirements placed on us by the DfE (for example; via the workforce census) go to <https://www.gov.uk/guidance/school-workforce-census>.

Sharing with the DfE

We are required to share information about you with the DfE under for the purpose of these data collections. All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework, The DfE may share information about you with named bodies and third parties to promote education in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of your data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data.

To be granted access to staff information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the DfE has provided staff information, (and for which project), please visit the following website:



<https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.

You can also contact the DfE directly using its online contact form by following this link:

<https://www.gov.uk/contact-dfe>.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold about you ("Subject Access Request"). To make a request for your personal data, contact one of the following; although any written request for personal data will be treated as a Subject Access Request.:

The Trust's Data Protection Officer: Mary Capon by writing to her at Aquinas Trust, Magpie Hall Lane, Bromley BR2 8HZ or emailing her at info@aquinatrust.org and inserting 'subject access request' in the subject box.

The Academy's Data Protection Lead: admin@bishop-ridley.bexley.sch.uk

Subject to the section below, the legal timescales to respond to a Subject Access Request is one calendar month. As the Academy has limited staff resources outside of term time, we encourage you to submit Subject Access Requests during term time and to avoid sending a request during periods when the Academy is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible. For further information about how we handle Subject Access Requests, please see the Trust's Data Protection Policy.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means subject to the Trust's Data Protection Policy;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and



- claim compensation for damages caused by a breach of our data protection responsibilities.

How to withdraw consent

Where we process your data on the basis of consent, you have the right to withdraw your consent at any time. To withdraw your consent, you can contact the headteacher and academy Data Protection Lead, Stuart Keep at admin@bishop-ridley.bexley.sch.uk. You are not required to provide a reason for withdrawing consent.

If you have a concern about the way we are collecting or using your data, you should raise your concern with us in the first instance by contacting the Trust's data protection officer or the Academy's data protection lead. Alternatively, you can contact directly the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Complaints

If you have concerns about how we use your personal data or wish to make a complaint about our compliance with data protection law, you should contact the Trust data protection officer (DPO) in the first instance.

Email: info@Aquinastrust.org

Post: Data Protection Officer, Aquinas Church of England Education Trust, Magpie Hall Lane, Bromley BR2 8HZ

We take all data protection complaints seriously and will follow the procedure and investigate them in accordance with our Data Protection Policy

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

How can you find out more information?

If you have any queries regarding this notice or the use of pupil personal information, please contact:

- The Trust's data protection officer, Mary Capon, who can be contacted by writing to her at The Trust's offices are at Magpie Hall Lane, Bromley BR2 8HZ, by emailing info@aquinastrust.org or calling 0203949 7000.
- Alternatively, you can contact the headteacher and academy Data Protection Lead, Stuart Keep at admin@bishop-ridley.bexley.sch.uk.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website at www.aquinastrust.org and the Gov.UK website (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>) or download our Data Protection Policy and Records Management Policy from our website.