

# Cottesbrooke Infant & Nursery School



## Privacy Notice

### How we use personal information at Cottesbrooke Infant & Nursery School (a Single Academy Trust)

At Cottesbrooke Infant & Nursery School, we are committed to protecting the personal information of our pupils, families, staff and visitors. As a Single Academy Trust, we act as the **Data Controller**, which means we are responsible for deciding how and why personal information is used.

We believe that keeping information safe is an important part of our Caring, Inspiring, Nurturing and Successful community.

#### The information we collect

We collect information that helps us run the school safely and effectively. This may include:

- names, addresses and contact details
- pupil learning, progress and assessment information
- attendance, safeguarding and wellbeing information
- medical or health needs
- SEND information
- staff employment and training records
- information required by the Department for Education (DfE)

We only collect information that we genuinely need in order to carry out our legal duties and provide a safe, supportive school environment.

#### Why we collect personal information

We use personal information to:

- keep pupils safe and well
- support high-quality teaching and learning
- monitor attendance and progress
- contact families when needed
- provide additional support where required
- meet our statutory duties as an academy trust
- complete returns to the DfE and other education bodies
- recruit, support and manage staff
- plan and improve our school

#### How we keep information safe

We keep all personal information secure by:

- storing data safely on protected systems
- restricting access to staff who need it
- following strong data protection procedures
- training staff regularly
- working closely with our Data Protection Officer (Judicium) for guidance and auditing

We never sell personal data or use it for marketing.

We only share information when the law allows us to, or when it is necessary to keep a child safe.

### **Who we share information with**

We may share information with:

- the Department for Education (DfE)
- the Local Authority (for safeguarding, SEND, EHC processes, attendance or statutory returns)
- NHS and school health services
- other schools (when pupils transfer)
- safeguarding partners, where appropriate
- approved education service providers

We always share the minimum information needed.

### **How long we keep information**

We keep information only for as long as is necessary, following legal and statutory retention schedules. When information is no longer required, it is disposed of securely.

### **Your rights**

Under data protection law, you have the right to:

- ask for a copy of the information we hold
- ask us to correct information you think is inaccurate
- ask us to delete information (in certain circumstances)
- object to how information is used
- raise a concern about how your data is handled

If you would like to use any of these rights, please contact the school office in the first instance.

### **Our Data Protection Officer (DPO)**

Our Data Protection Officer is provided by **Judicium**. They support the school with data protection compliance and give specialist advice.

Judicium DPO Service

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Tel: **020 3326 9174**

### **Data Protection Governor**

We also have a named governor who monitors data protection on behalf of the Trust:

- **Mr Irfan Khan– Data Protection Link Governor**

### **If you have concerns about how we use your information**

If you are unhappy with how we have handled your personal data, you can contact:

Information Commissioner's Office (ICO)

[www.ico.org.uk](http://www.ico.org.uk)

### **Review of this notice**

This Privacy Notice was last reviewed on: 30/1/2026