

# Windy Arbor Primary School Privacy Notice

Last Updated: 10/03/25

## **Our contact details**

Name: **Windy Arbor Primary School**

Address:

**Woodlands Way,**

**Chelmsley Wood**

**Birmingham,**

**West Midlands,**

**England**

Phone Number: **01217798080**

E-mail: **office@windy-arbor.solihull.sch.uk**

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal information including a pupil's name, date of birth, unique pupil number and home address
- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility.
- Attendance information such as sessions attended, number of absences and absence reasons.
- Educational information including records of work, assessment results, relevant medical information, details of pupils' special educational needs, exclusions/behavioural information, post-16 learning information.
- Contact information for parents, carers and other relatives, including telephone numbers, home addresses and e-mail addresses.
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils
- admissions
- curricular activities
- school census
- medical information
- special education needs

We may share this information with:

- Schools that the pupils attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Local Public Health team
- NHS Test and Trace
- Class dojo
- CPOMS
- TT Rockstars
- SENTAA
- NHS
- School Nurse
- CSAWS
- Children's Services
- Barnardo's
- SOLAR
- Helping Hands
- Solihull Young Carers
- PrimarySite
- Wonde
- PurpleMash
- SmartLog
- ParentPay

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

### **1) To comply with the law**

**We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the academy trust by law. We therefore are required to complete the process of the collecting personal information for such purposes even if you have not consented to us doing so. Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information.**

**If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the school in writing.**

### **2) To protect someone's vital interests**

**We are able to process personal information when there is an emergency and/or where a person's life is in danger.**

### **3) With the consent of the individual to whom that information 'belongs'**

**Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.**

### **Transferring data internationally:**

**Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.**

## **What do we do with your information?**

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected, The Academy Trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so or if agreed to by the data subject. We do not share information about our pupils or parents unless the law and our policies allow us to do so.

## **How we store your personal information**

Your information is securely stored.

We keep your collected data for the duration of your child's education at Windy Arbor (7 Years) and is then passed onto your child's secondary school.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at

Email: [office@windy-arbor.solihull.sch.uk](mailto:office@windy-arbor.solihull.sch.uk)

Telephone: 01217798080

Address:

**Woodlands Way, Chelmsley Wood  
Birmingham, West Midlands, England,  
B37 6RN**

if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at

Email: [office@windy-arbor.solihull.sch.uk](mailto:office@windy-arbor.solihull.sch.uk)

Telephone: 01217798080

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>