

An amazing place to learn!

from nursery to Year 6!

'When I visited Captain Shaw's, it just lifted me off my feet and nourished my heart. The students, young as they are, are sharp, inquisitive, familiar with current issues, full of optimism and keen to engage and make a difference. Thanks for a truly visionary, encouraging and informative visit.'

Pushpanath Krishnamurthy
International campaigner for Fairtrade and Climate Justice

'Oh my goodness! I am still buzzing from the amazing day we had with you and your wonderful school! I love the way you have designed your curriculum so that every lesson has a purpose and is part of an immersive experience, rather than just learning things in isolation.'

Gaye Holmes - Senior Presenter, Imoves



'The **conduct** of pupils at this school is **exemplary**. They demonstrate **warmth** and **kindness** towards each other. Pupils enjoy **respectful relationships** with the adults at school who care deeply for them.'

'Pupils respond well to the **high aspirations** that the school has of their achievement.'

'Pupils demonstrate a **high level of motivation** towards their learning. They **work exceptionally well together**. They are **well prepared** for each stage of their education.'

Ofsted 2023



Captain Shaw's C of E Primary School

PUPIL & PARENT PRIVACY NOTICE

2026–27

About this notice

This notice explains how Captain Shaw's C of E Primary School collects, uses, stores and shares personal information about pupils and their parents or carers. It is adapted from the Department for Education's 2026–27 suggested privacy notice for an educational setting and reflects the school's current systems and practice.

Data Controller	Captain Shaw's C of E Primary School
Data Protection Officer	Mr Terentius Jackson, Headteacher
Contact	admin@capt-shaws.cumbria.sch.uk 01229 718279
Effective from	September 2026
Review	At least annually and whenever there is a significant change to data processing



Serving the Common Good:

Seek what is best for everyone, beginning with the last, the least, the lost,
the most vulnerable and the most forgotten.

1. Who we are

Captain Shaw's C of E Primary School is the data controller for most of the personal information described in this notice. This means the school decides why personal information is needed and how it will be used.

Our Data Protection Officer (DPO) is Mr Terentius Jackson, Headteacher. The DPO can be contacted through the school office at admin@capt-shaws.cumbria.sch.uk or on 01229 718279.

2. The personal information we collect and use

We may collect, use, store and share information including:

- personal identifiers and contact details, such as names, addresses, dates of birth, pupil numbers and parent/carer contact details;
- characteristics and equality information, such as ethnicity, language, nationality, country of birth, sex and eligibility for particular support or funding;
- attendance information, including sessions attended, absences, reasons for absence and exclusions or suspensions where applicable;
- curriculum, assessment and attainment information, including progress, teacher assessments and statutory assessment information;
- information about special educational needs and disabilities (SEND), additional needs, provision, plans and support;
- medical, health and wellbeing information needed to keep pupils safe and support them in school;
- safeguarding and child-protection information, including information received from or shared with relevant professionals where necessary;
- behaviour, pastoral and welfare information;
- information about family circumstances where this is relevant to education, safeguarding, support or statutory duties;
- photographs, video or audio where used for educational, record-keeping, communication or publicity purposes;
- information about use of school devices, networks and online services, including filtering and monitoring information;
- information about use of educational platforms and services provided through the school; and
- information received from previous schools, local authorities, health or social-care services and other organisations where there is a lawful reason to receive it.

3. Why we use pupil and parent information

We use personal information to:

- provide pupils with education and monitor their learning, attainment and progress;
- support teaching, curriculum planning, assessment and transition;
- identify and meet SEND, medical, pastoral and other individual needs;
- safeguard pupils and promote their welfare, including online safety;
- manage attendance, punctuality, behaviour and school administration;
- communicate with pupils, parents and carers;
- provide school meals, trips, activities and other school services;
- meet statutory duties, including information returns and data collections required by the Department for Education and local authority;
- support funding, accountability, school improvement, research and statistical purposes where lawful;
- keep school systems, networks and devices safe and secure; and
- celebrate and communicate school life where it is lawful and appropriate to do so.

4. Our lawful bases for processing

We only process personal information where data-protection law allows us to do so. The lawful basis depends on the particular processing activity. For most core school functions, our main lawful bases under Article 6 of the UK GDPR are:

- Article 6(1)(c) – legal obligation: where processing is necessary for us to comply with the law;
- Article 6(1)(e) – public task: where processing is necessary for us to perform our official functions as a maintained school in the public interest;
- Article 6(1)(b) – contract: in limited circumstances where processing is necessary for a contract with an individual; and
- Article 6(1)(a) – consent: where we genuinely offer a choice and consent is the appropriate lawful basis, for example for some optional publicity uses of photographs.

In rare circumstances we may also process information where this is necessary to protect someone's vital interests. Where we rely on consent, consent can be withdrawn at any time, although this will not make earlier lawful processing invalid.

5. Special category and particularly sensitive information

Some information needs additional protection under data-protection law. This includes, for example, information about health, ethnicity, religion and certain other sensitive matters.

Where we process special category information, we identify both an Article 6 lawful basis and an additional condition under Article 9 of the UK GDPR and the Data Protection Act 2018. Depending on the purpose, this will commonly be because processing is necessary for reasons of substantial public interest, health or social-care purposes, safeguarding, or because explicit consent is appropriate. We record the basis used for each processing activity in our data-protection records.

6. How we collect information

Information may be collected directly from pupils and parents or carers, and from other sources including:

- previous schools and early years settings;
- Cumberland Council and other local authorities;
- the Department for Education;
- health professionals and NHS services;
- social care, safeguarding partners and other public bodies;
- professionals supporting a pupil or family; and
- the digital services and systems the school uses where they generate information as part of providing the service.

Some information is required by law or is necessary for us to provide education and keep children safe. Other information is optional. When we ask for information, we will make clear where possible whether it is required and what may happen if it is not provided.

7. The systems and services we use

We use a number of digital systems to deliver education and run the school. These organisations may process personal information on our behalf under contractual and data-protection arrangements.

System	Main purpose
Arbor	Management information system, pupil records, attendance, contacts and permissions
CPOMS	Safeguarding and pastoral recording
Securly Filter	Internet filtering and monitoring for online safety and safeguarding; configured and technically

	supported through Cumberland Council Schools ICT Support
ClassDojo	School/home communication and classroom-related communication
ParentPay	Payments and related school administration
Little Wandle	Phonics and early-reading teaching and assessment support
Nessy	Targeted literacy and learning support
Times Tables Rock Stars	Mathematics practice and learning

This list identifies the principal pupil-facing systems currently used by the school. Other contracted services may also process limited personal information where necessary for school operations. The school remains responsible for ensuring that processors are appropriately assessed and that contracts and data-sharing arrangements provide suitable safeguards.

8. Filtering and monitoring

The school uses Securly Filter, which is configured and technically supported through Cumberland Council Schools ICT Support, to filter internet access and monitor online activity on school systems and devices. This helps us meet our safeguarding and online-safety responsibilities by preventing access to illegal, inappropriate or harmful content and enabling relevant online activity to be identified where it may indicate a safeguarding concern.

Depending on the device and service configuration, information may include:

- the user or device identifier and IP address;
- the date and time of activity;
- websites or online content accessed or blocked;
- search terms and other relevant online activity; and
- alerts or reports generated where activity meets configured safeguarding or filtering criteria.

Access to filtering and monitoring information is restricted to authorised personnel who need it for safeguarding, online safety or technical administration. The technical configuration and service arrangements for Securly Filter are supported through Cumberland Council Schools ICT Support. Where online activity raises a safeguarding concern, relevant information may be recorded within the child's safeguarding record on CPOMS and retained in accordance with the safeguarding retention periods in the school's Records Retention & Disposal Schedule.

9. Photographs and videos

Photographs and videos are personal data where an individual can be identified. We may use images for teaching and learning, recording school activities, celebrating achievement, communicating with families and, where appropriate, publicity such as the school website.

For optional publicity uses, the school records parent/carers permissions in Arbor and checks relevant permissions and safeguarding restrictions before publication. Consent can be changed or withdrawn by contacting the school. There are circumstances where images may be taken or used on another lawful basis, for example where necessary for safeguarding or another official school function.

The school does not currently operate CCTV and does not use biometric recognition systems.

10. Who we share information with

Where there is a lawful reason, we may share information with:

- Cumberland Council and other local authorities;
- the Department for Education (DfE);

- schools or educational settings a pupil attends or transfers to;
- health professionals and health authorities;
- social care and safeguarding partners;
- police, courts, tribunals and other public authorities where legally required or necessary;
- assessment, examination or educational bodies where relevant;
- professional advisers, auditors and organisations providing services to the school;
- research organisations where the processing and sharing is lawful and appropriate; and
- our contracted data processors and digital service providers.

We do not share personal information simply because it has been requested. We consider whether there is a lawful basis, whether the sharing is necessary and proportionate, and what safeguards are needed. Data-protection law does not prevent appropriate information sharing where this is necessary to safeguard a child.

11. Sharing information with the Department for Education

We are required to provide information about pupils to the Department for Education as part of statutory data collections, including the school census. The DfE uses pupil information for education, policy, funding, research and statistical purposes and may share information in accordance with its own legal powers and privacy information.

Further information about how the DfE collects and shares pupil information, including information held in the National Pupil Database, is available through the Department for Education's privacy information on GOV.UK.

12. Youth support services

Where the law requires it, information about pupils approaching or above the relevant age may be shared with the local authority or youth support services so that they can provide services relating to education, training and careers. Only the information permitted by law will be shared. Where the law gives a parent, carer or young person a right to object to additional information being shared, the school will respect that right.

13. International transfers

Some of the digital services used by the school may store or process information outside the United Kingdom. Where personal information is transferred internationally, we require appropriate safeguards in accordance with UK data-protection law, such as UK adequacy regulations or approved contractual safeguards, and consider the risks involved as part of our procurement and data-protection processes.

14. How long we keep information

We retain personal information in accordance with the school's Records Retention & Disposal Schedule. Different types of information are kept for different periods depending on legal requirements, safeguarding requirements and the school's operational needs.

When information reaches the end of its retention period, we check that there is no safeguarding, legal, complaint, audit, information-request, inquiry or other reason requiring it to be kept for longer. Information that is no longer required is securely deleted, destroyed or anonymised, and significant disposals are recorded in the school's Records Destruction Log.

15. Security

We use appropriate organisational and technical measures to protect personal information against loss, misuse, unauthorised access, alteration or disclosure. Access is limited according to role and need. Staff are expected to follow school data-protection, safeguarding and information-security procedures.

16. Automated decision-making and artificial intelligence

The school does not currently use generative AI systems with identifiable pupil data. We do not currently make decisions about pupils that have legal or similarly significant effects solely by automated means.

If this changes, we will assess the data-protection implications, update our records and privacy information, and carry out a Data Protection Impact Assessment where required.

17. Your rights

Pupils have rights over their own personal information. Parents and carers may exercise rights on behalf of a child where it is appropriate to do so, taking account of the child's age, understanding and circumstances.

Depending on the circumstances, data-protection rights include the right to:

- be informed about how personal information is used;
- ask whether we hold personal information and request access to it (a Subject Access Request);
- have inaccurate or incomplete information corrected;
- ask for processing to be restricted in certain circumstances;
- object to particular processing in certain circumstances;
- ask for information to be erased where the law gives that right;
- receive certain information in a portable format where the right to data portability applies;
- withdraw consent at any time where consent is the lawful basis; and
- raise concerns about automated decision-making where relevant.

These rights do not all apply in every situation. Some information may also be exempt from disclosure, for example where providing it would reveal another person's personal information or where another legal exemption applies.

18. Accessing information and Subject Access Requests

A request for access to personal information can be made verbally or in writing. To help us respond efficiently, requests can be sent to the Data Protection Officer at admin@capt-shaws.cumbria.sch.uk or made through the school office.

We may need to confirm the identity and authority of the person making the request. We will respond within the timescales required by data-protection law and explain if an exemption or extension applies.

19. Questions, concerns and complaints

If you have a question or concern about how we use personal information, please contact the school or our Data Protection Officer in the first instance. We will take data-protection concerns seriously, investigate them appropriately and respond in accordance with our complaints and data-protection procedures.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK's independent regulator for data protection.

Information Commissioner's Office: <https://ico.org.uk/> | Telephone: 0303 123 1113

20. Changes to this notice

We review this privacy notice at least annually and whenever there is a significant change to how we process personal information. Where a change is significant, we will take reasonable steps to bring the updated information to the attention of pupils and parents or carers.