



Newbridge Learning Community

GDPR privacy notice for pupils and their families

Who processes your information?

Newbridge Learning Community is the data controller of the personal information which you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Miss A Martindale acts as the School Data Lead with regard to its data controller responsibilities; she can be contacted on 01942 369770 or enquiries@admin.newbridge.wigan.sch.uk.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done in order for your child to access certain educational resources, or in some instances where your explicit consent has been sought, or unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Newbridge Learning Community upholds are imposed on the processor. You may subject to some of yours or your child's data being used in this way and further guidance on this can be found below.

Nick Holden of Nexus Protect Ltd is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with The Data Protection Act 2018. The data protection officer can be contacted on 0151 3150510 or via email at governance@nexus-global.co.uk

Why do we collect and use your information?

Newbridge Learning Community holds the legal right to collect and use personal data relating to pupils and their families, we may also receive information regarding them from their previous school, LA (Local Authority) and/or the DfE (Department for Education). We collect and use personal data in order to meet legal requirements and tasks in the public interest set out in the UK Data Protection law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR – Now The Data Protection Act 2018.
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To enrol pupils into the School
- To monitor and report on pupil attendance

- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- Statistical purposes
- Manage Student Free School Meals
- To arrange School Trips and Activities
- To keep Pupils Safe
- To meet legal duties placed on us by the government

Collecting pupil information

We collect pupil information via registration forms at the start of the school year, from relevant authority bodies or by Common Transfer File (CTF) or secure file transfer from pupil's previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, unique pupil numbers, contact details and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth, pupil premium/Free School Meal eligibility, Disability Access Funding (DAF)
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. grading and teacher assessment results
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Information relating to SEND – special educational needs
- Behavioural information – e.g. number of temporary exclusions, alternative provisions put in place.
- Safeguarding Information
- Photographs – if parental consent is given.
- CCTV Images

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used. You reserve the right to withdraw consent at any time.

How long is your data stored for?

Personal data relating to pupils at Newbridge Learning Community and their families is stored in line with the school's Records and Retention Management Policy.

In accordance with The Data Protection Act 2018, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Personal data – i.e. name, address, date of birth, ethnicity etc.
- Attendance data
- Assessment data
- Special Educational Needs data
- Behavioural data
- Pupil Premium data
- Disability Access Funding

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. It is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children 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 any data shared from the NDP is maintained.

Newbridge Learning Community will sometimes share your personal information with some carefully selected third parties in order to allow your child to access certain educational resources or services. Where applicable we will seek your explicit consent before hand, or unless the law allows us to do so. The school, as a matter of course with all new service providers, will ensure that your information is held and used in line with data protection law. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The Local Authority
- The National Health Service
- Greater Manchester Police
- Department for Education
- Arbor – The school's Management Information System (MIS) - pupil personal data including attendance, assessment and medical data
- MStore – Electronic Archiving/File Storage Services
- Blue Box IT Ltd – school's ICT maintenance contractor
- School Website - Photographs etc.
- Wigan Family Welfare
- Social Care
- School Counsellor
- Educational Psychologists
- We are with you – Drug and Alcohol service
- Speech and Language Therapist
- Twinkl
- Securus
- CPOMS
- Sleuth – Behaviour management software
- Boxall Online
- Microsoft 365 One Drive
- AQA
- Edexcel

- WJEC
- NCFE
- OCR
- Openawards
- The Duke of Edinburgh's Award
- Renlearn
- Senecar
- Educake
- Wordshark
- Footprints Science
- Big Maths
- My Maths
- Mathletics
- Times Table Rock Stars
- Star – Careers Guidance
- Engage In Their Future
- Bike Mech
- Applecast North West
- Exel in Life
- Elysium Training
- The Ark

This list is not exhaustive and may be subject to change/additions and some providers are only applicable to specific children who are referred to that service.

The information that we share with these parties includes the following:

- Personal data to allow pupils' to be enrolled to the school
- Attendance data
- Assessment data
- Behavioural information
- Special Educational Needs data
- Medical data
- Dietary Needs data
- Free school meals eligibility
- Behaviour Change plans
- Education Healthcare Plans

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how Newbridge Learning Community uses your personal data.
- Request access to the personal data that Newbridge Learning Community holds about you or your child.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Newbridge Learning Community and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website www.newbridge.wigan.sch.uk or download our Data Protection Policy.

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on: **23/02/2026**.

Declaration

I, (Parent's Name), parent of(Pupil's Name), declare that I understand:

- Newbridge Learning Community has legal reasons and task in the public interest reasons to collect and process mine and my child's personal data in order to meet statutory requirements.
- How our data is used.
- Newbridge Learning Community may share our data with the DfE, and subsequently the LA.
- Newbridge Learning Community may share our data with other carefully considered third parties in order for my child to access certain educational resources and or services, and in some instances if the law requires the school to do so.
- Newbridge Learning Community will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed. I have the right to withdraw consent at any time.
- My data is retained in line with the school's Records and Retention Management Policy.
- My rights to the processing of our personal data.
- Where I can find out more information about the processing of our personal data.

Parent's Name: _____

Parent's Signature: _____

Date: _____