Anglo Portuguese School of London

How We Use Your Information
Privacy Notice for Pupils

Date	Update
31/7/2025	Updated list of third party providers the school shares information with
17/12/2025	Updated list of third party providers school shares information with: Tapestry, Neli, Primary learning resources (House points – first name only), Parthian, Clip n Climb, Gymfinity, NHS flu vaccine and vision screening
16/11/26	Updated list of third party providers school shares information with: Tapestry, Neli, Primary learning resources (House points – first name only), Font climbing, Gymfinity, NHS flu vaccine and vision screening, Kittle Photography, Bromcom, MCAS, REU Assessment – Wandsworth, DfE portal – Reception baseline assessment, Multiplication test Y4, Y6 SATs, Wandsworth Wonde, LgFL free school meals check.

Introduction

This notice is to help parents understand **how** and **why** Anglo Portuguese School of London (APSoL)

collects your child's personal information and **what** we do with that information. It also explains the decisions that you can make about your child's information.
We are giving you this notice because you are able to exercise your child's data protection rights on their behalf. When your child is older (usually when they reach the age of 13) they will be considered mature enough to exercise their own data protection rights.
If you have any questions about this notice please talk to the Headteacher.

What is "personal information"?
Personal information is information that the School holds about your child and which identifies your child.
This includes information such as their date of birth and address as well as things like exam results, medical details and behaviour records. The School may also record your child's religion or ethnic group. CCTV, photos and video recordings of your child are also personal information.

How and why does the School collect and use personal information?
We set out below examples of the different ways in which we use personal information and where this personal information comes from. Our primary reason for using your child's information is to provide your child with an education.
The admissions forms which you complete give us personal information about your child. We get information from your child, their teachers and other pupils. Your child's old school also gives us information about your child if we need this to teach and care for them.
Sometimes we get information from your child's doctor and other professionals where we need this to look after your child.

We collect this information to help the School run properly, safely and to let others know what we do here. Here are some examples:

- We need to tell all appropriate members of staff if your child is allergic to something or

might need extra help with some tasks.

- We may need to share information about your child's health and wellbeing with the School Nurse or counsellor.

- We may use CCTV to make sure the school sites are safe. CCTV is not used in private areas such as changing rooms.
- We may need to report some of your child's information to the government. For example, we may need to tell the local authority that your child attends our school or let them know if we have any concerns about your child's welfare.
- We may need information about any court orders or criminal petitions which relate to your child. This is so that we can safeguard your child's welfare and wellbeing and the other pupils at the school.
- Depending on where your child will go when they leave us we may need to provide their information to other schools. For example, we may share information about your child's results and provide references. We may need to pass on information, which they need to look after your child.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of your child's classmates is injured at school or if there is a burglary.
- Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We might need to share your child's information with them if this is relevant to their work.
- If your child have misbehaved in a serious way, and the police have become involved, we may need to use information about the action taken by the police.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We may share your child's academic and (where fair) their behaviour records with you or their education guardian so you can support their schooling.
- We will only share your child's information with other people and organisations when we have a good reason to do so. In exceptional circumstances, we may need to share it more widely than we would normally.
- We will monitor your child's use of email, the internet and mobile electronic devices e.g. iPads. This is to check that your child is not misbehaving when using this technology or putting themselves at risk of harm. If you would like more information about this you can read the acceptable use of IT and email policy or speak to your child's class teacher.
- We may use photographs or videos of your child for our websites and social media sites or prospectus to show prospective pupils what we do here and to advertise the school. We may continue to use these photographs and videos after your child has left the school.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson. If you have any concerns about us using photographs or videos of your child please speak to your child's class teacher.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We sometimes use contractors to handle personal information on our behalf. The following are examples:
  - IT consultants who might access information about your child when checking the security of our IT network; and

- we use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the school site].

If you have any concerns about the above, please speak to child's class teacher.

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Who do we share pupil information with?

We routinely share pupil information with:

- The Department for Education. We share pupils' data with the Department for Education on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- Our local authority. We are required to share information about our pupils with our local authority under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- We are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- Schools that the pupil's attend after leaving us
- The School Nurse
- The Speech & Language Therapist (if required)
- School Counsellors (if required)

Who we share information with:

Company	Purpose
Bromcom including MCAS app	MIS – pupil data management system
The Kidz Clean Kitchen (catering)	dietary requirements and medical needs, online meals orders
Camões Institute	Portuguese Teaching at APSOL – pupil information and assessment data
CPOMS	safeguarding information and documents
REU & DfE	Wandsworth Assessment/ Data collection Department for Education
Tapestry	Reception class – parent-teacher communication
Neli	Reception class – communication and language
Primary learning resources	House point system - first names only
Font Climbing, Gymfinity	External sport and recreation providers – need children's information for liability insurance and parental consent
NHS	NHS flu vaccine and vision screening

Greenhouse School website	School website – cookies
DfE – Portal	Assessments: Reception baseline assessment, Y4 multiplication
Wonde – Wandsworth	Attendance
Lgfl Free school meals checker	Free school meals checker
OxEd Neli	Language needs assessment and teaching programme

Our legal grounds for using your information
This section contains information about the legal basis that we are relying on when handling your child's information.

Public interests
This means that the processing of your child's data is necessary for public interests. The School relies on public interests for most of the ways in which it uses your child's information.
Specifically, the School has a public interest in:

- Providing your child with an education.
- Safeguarding and promoting your child's welfare and the welfare of other children.
- Promoting the objectives and interests of the School.
- Facilitating the efficient operation of the School.
- Ensuring that all relevant legal obligations of the School are complied with.

If you object to us using your child's information where we are relying on our public interests as explained above please speak to <*the Headteacher*>.

Legal obligation
Where the School needs to use your child's information in order to comply with a legal obligation, for example to report a concern about your child's wellbeing to Children's Services, we may also have to disclose your child's information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Legitimate interest
Personal data may be processed on the basis that the school has a legitimate interest in processing that data, provided that such legitimate interest is not overridden by the rights or freedoms of the child.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Vital interests
To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Legal claims
The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Collecting Personal Information
We may ask for your consent to use your child's information in certain ways. If we ask for your consent to use your child's personal information you can take back this consent at any time. Any use of your child's information before you withdraw your consent remains valid. Please speak to your child's< *class teacher*> if you would like to withdraw any consent given.

For how long do we keep your child's information?
We keep your child's information for as long as we need to in order to educate and look after them. We will keep certain information after your child has left the School.
In exceptional circumstances, we may keep your child's information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

What decisions can you make about your child's information?
You are able to make various decisions about your child's information. Some of these are new rights whilst others build on your child's existing rights. Your child's rights are as follows:

- if information is incorrect you can ask us to correct it;
- you can also ask what information we hold about your child and be provided with a copy. We will also give you extra information, such as why we use this information about your child, where it came from and what types of people we have sent it to;
- you can ask us to delete the information that we hold about your child in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about your child in a format that can be read by computer;
- our use of information about your child may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

Further information and guidance
This notice is to explain how we look after your child's personal information. The Headteacher can answer any questions which you might have.
Please speak to the Headteacher if:

- you object to us using your child's information for marketing purposes e.g. to send your child information about school events. We will stop using your child's information for marketing purposes if you tell us not to; or
- you would like us to update the information we hold about your child; or
- you would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your child's personal information you can contact the Information Commissioner's Office: ico.org.uk.