



## INFINITE SCHOOLS – PRIVACY POLICY

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Infinite Schools is an independent specialist school committed to protecting the privacy and security of our pupils, parents, staff, and stakeholders. We are the Data Controller of personal data under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### **Contact Details:**

Infinite Schools

Email: [admin.wigan@infiniteschools.co.uk](mailto:admin.wigan@infiniteschools.co.uk)

Registered Office: Harlor House, Grove Lane, Standish, Wigan, WN6 0ES

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

Judicium Education

📍 72 Cannon Street, London, EC4N 6AE

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

t: 0203 326 9174

### **What Information We Collect**

Some of the data we process is considered 'special category data' under Article 9 UK GDPR, including information about health, ethnicity, religion, and SEN needs. We process this under substantial public interest, health, and social protection grounds.

### **We collect information relating to:**

#### **Pupils:**

- Full name, date of birth, contact and emergency details
- Ethnicity, language, SEN status, EHCPs, health/medical needs
- Attendance, exclusions, assessments, behaviour logs
- Photos, safeguarding records, accident reports

#### **Parents/Carers:**

- Full name, contact details

- Relationship to child
- National Insurance number (if required for funding)
- Communications history

Staff/Visitors/Volunteers:

- Employment data, DBS checks, payroll information (staff)
- ID and contact info for site safety (visitors/contractors)

## **Why We Use Personal Data**

We use data to:

- Deliver quality education and support
- Fulfil legal duties under education law
- Safeguard pupils and ensure their welfare
- Manage admissions, funding, exams and assessment
- Monitor attendance, behaviour, and exclusions
- Communicate with parents/carers
- Support SEN, EHCP and medical needs
- Celebrate achievement and promote the school (e.g., via photos)
- Ensure the health and safety of all site users

## **Lawful Bases for Processing**

Where we rely on consent (e.g., for marketing, photographs, or optional media sharing), we will obtain clear, affirmative consent and provide the ability to withdraw consent at any time without detriment.

We process data under the following lawful grounds:

- Public Task – to carry out our official educational duties
- Legal Obligation – e.g., safeguarding, census, EHCPs
- Vital Interests – to protect someone’s life or wellbeing
- Consent – where applicable (e.g., use of photos or media)

You may withdraw consent at any time by contacting us.

## **Sharing Personal Data**

We do not routinely transfer personal data outside the UK. Where this is necessary (e.g., with cloud-based providers), we ensure that appropriate safeguards are in place, such as the UK Addendum to the EU Standard Contractual Clauses (SCCs).

We share data securely with:

- The Department for Education (DfE)
- Local Authorities and Social Care
- NHS and School Nurse teams
- Ofsted, where legally required

- Alternative providers (e.g., for vocational education)
- IT and communication service providers
- Law enforcement (if required)
- Other schools (for transitions or referrals)

All third-party partners must comply with UK GDPR.

### **How We Store and Protect Data**

We use basic website analytics and cookies to improve user experience. For details, see our Cookie Policy.

Data is stored securely in encrypted digital systems or secure paper files. Access is strictly controlled. We follow best practices for data protection and information security.

We retain personal data in accordance with the IRMS Education Records Retention Schedule, unless a longer period is required by law.

### **Your Rights**

Under UK GDPR, you have rights to:

- Access your personal data
- Rectify inaccurate or incomplete data
- Erase data in some circumstances (“right to be forgotten”)
- Restrict or object to data processing
- Data portability (in some cases)
- Withdraw consent (if applicable)


To make a request, contact us at: [admin@infiniteschools.co.uk](mailto:admin@infiniteschools.co.uk)

To make a request, contact our DPO at [dataservices@judicium.com](mailto:dataservices@judicium.com) or email [admin@infiniteschools.co.uk](mailto:admin@infiniteschools.co.uk).

### **Complaints and Concerns**

If you're unhappy with how we've handled your data:

- Contact our DPO at: [dataservices@judicium.com](mailto:dataservices@judicium.com)
- Or raise a concern directly with the Information Commissioner's Office (ICO):  
<https://ico.org.uk/concerns>

 0303 123 1113

### **Updates to This Policy**

We regularly review our privacy practices. This policy may be updated periodically – please check our website for the most recent version.