

Include Wales

Data Usage Regarding People That Have Responsibility for our Pupils

Include Wales is committed to protecting personal information relating to parents, carers, and others with parental responsibility. This notice explains how we collect, use, store, and share your information.

- Catch22 is the “data controller” for the purposes of data protection law.
- The Data Protection Officer for Catch22 is Michael Oniyitan, and can be contacted at DPO@Catch-22.org.uk

Why do we collect and use personal information?

- We collect data to:
 - Communicate with you about matters relating to your child’s education and wellbeing.
 - Contact you in emergencies or incidents.
 - Manage admissions and transitions.
 - Meet legal, safeguarding, and regulatory obligations.

The categories of information that we collect, hold and share (when appropriate) may include:

We may collect:

- Contact details (name, phone, email, address).
- Relationship to the child and parental responsibility information.
- Records of communications and meetings.
- Court orders relevant to access, safeguarding, or parental responsibility.
- Safeguarding notes where necessary.
- CCTV images (where applicable).

The lawful basis on which we use this information

We rely on:

- Legal obligation (Education Acts, safeguarding law).
- Public task (delivering education and protecting welfare).
- Vital interests (protecting life in emergencies).

- Consent only for optional activities (e.g., additional emergency contacts).

Special category data is processed under:

- Substantial public interest (safeguarding).
- Health or social care purposes.
- Explicit consent only when necessary.

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Storing data

We keep personal information about you while your child attends our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Your data is stored securely within approved Catch22 systems and retained under Catch22's Data & Record Management Schedule.

Who will we share people that have responsibility for our pupils information with?

We routinely share your information with:

- Schools or colleges your child moves to.
- Local authorities (including safeguarding teams).
- The Department for Education (DfE).
- NHS or health partners.
- Police and social services (where required).
- Service providers acting under contract (e.g., IT, safeguarding systems).

We only share data when legally permitted.

Why we share information

We are required to share information about people that have responsibility for our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We do not share information your information with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about

them that we hold.

You have the right to:

- Request access to your data.
- Request correction of inaccurate data.
- Request deletion or restriction (in specific circumstances).
- Object to certain processing.
- Challenge automated decisions.

You may complain to the Information Commissioner's Office (ICO) via <https://ico.org.uk/concerns>

To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Officer at DPO@catch-22.org.uk

Last updated

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 January 2026.