

Privacy Notice for Pupils and Parents/Carers

How we use pupil information

High Green Primary School is committed to protecting the privacy and security of pupils' personal information. This notice explains how we collect, use, store, and share pupil data, and outlines your rights under data protection law.

1. The categories of pupil information we collect

We may collect, use, store, and share the following information about pupils:

Personal information

- Name, address, and date of birth
- Unique pupil number and contact details

Personal characteristics

- Ethnicity, nationality, language, and country of birth
- Eligibility for free school meals

Educational information

- Attendance records, including absences and reasons
- Assessment results and academic progress
- Special Educational Needs and Disabilities (SEND) information
- Behaviour records and exclusions

Health and safeguarding information

- Relevant medical information
- Safeguarding and welfare information

Monitoring and media

- CCTV recordings
- Photographs and video recordings

Emergency contact information

- Parent/carer contact details for emergencies
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2. Why we collect and use pupil information

We use pupil information to:

- Support teaching and learning
 - Monitor and report on pupil progress and attainment
 - Provide appropriate pastoral care and safeguarding
 - Ensure pupil health, safety, and wellbeing
 - Maintain accurate medical and emergency contact records
 - Evaluate and improve the quality of education and services
 - Meet our legal and statutory obligations
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3. The lawful basis for processing pupil information

We collect and process pupil information in accordance with:

- The Education Act 1996
- The Education (Information About Individual Pupils) (England) Regulations 2013
- UK General Data Protection Regulation (UK GDPR), including Article 6 and Article 9

Some information must be provided by law, while other information is voluntary. Where information is voluntary, we will inform you clearly.

4. How long we store pupil information

We retain pupil information while your child is enrolled at the school. We may also retain certain records after pupils leave, in accordance with legal requirements and our data retention policy.

5. Who we share pupil information with

We may share pupil information with the following organisations where necessary and lawful:

- Schools that pupils attend after leaving us
- The Local Authority
- The Department for Education (DfE)
- NHS services and the school nurse
- School governors
- SEND support services and agencies

- Multi-Agency Support Teams (MAST)
- Approved school service providers (such as Parent Mail)

We do not share personal information without consent unless required or permitted by law.

6. Department for Education and the National Pupil Database

We are required by law to share certain pupil information with the Department for Education (DfE). This information is stored securely in the National Pupil Database (NPD).

The NPD is used to:

- Inform education policy
- Monitor school performance
- Support research to improve education outcomes

The DfE has strict security and approval procedures in place to protect pupil data.

7. Your data protection rights

Under data protection law, parents and pupils have the right to:

- Request access to personal information
 - Request correction of inaccurate information
 - Object to certain types of data processing
 - Request deletion or restriction of data (in certain circumstances)
 - Object to automated decision-making
 - Make a complaint to the Information Commissioner's Office (ICO)
 - Seek compensation if data protection laws are breached
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8. Contact information

If you wish to access pupil information or have any questions or concerns, please contact:

Dawn Aldridge
School Business Manager
Email: aldringed@highgreen.sheffield.sch.uk

You may also contact the Information Commissioner's Office at:
<https://ico.org.uk/concerns/>