



# Longmoor

Community Primary School

*Together we grow, explore, discover.*

## Privacy Notice: Pupils

<b>DFE:</b>	Non-Statutory	<b>Category:</b>	GDPR
<b>Last Reviewed:</b>	February 2025	<b>Reviewed by:</b>	Mark Garside (HT)
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1.0	Policy creation: MGA	February 2025

**DETERMINATION  
RESPECT INTEGRITY  
VALOUR EXCELLENCE**

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## 1. Introduction

This privacy notice explains how [School Name] collects, stores, and processes personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This notice applies to all pupils currently attending the school, as well as past pupils where data is retained.

## 2. Categories of Pupil Information We Collect, Hold, and Share

We collect, store, and process the following categories of personal data:

- Personal details (name, date of birth, address, contact details)
- Parental/guardian contact details
- Emergency contact details
- Attendance records
- Medical information (including allergies, medications, and health conditions)
- Special educational needs (SEN) and disability information
- Safeguarding information
- Assessment and exam results
- Behaviour and disciplinary records
- Photographs and CCTV footage (for security and safeguarding purposes)

## 3. Legal Basis for Processing

We process pupil data under the following legal bases:

- **Article 6(1)(c) UK GDPR** – Processing is necessary to comply with a legal obligation
- **Article 6(1)(e) UK GDPR** – Processing is necessary for tasks carried out in the public interest
- **Article 9(2)(g) UK GDPR** – Processing of special category data is necessary for reasons of substantial public interest (e.g., safeguarding and SEND support)

## 4. How We Use Pupil Information

We use pupil data to:

- Support pupil learning and provide an appropriate education
- Monitor and report on pupil progress
- Ensure pupil welfare and safeguarding
- Provide pastoral care and support services
- Meet legal and statutory requirements (e.g., attendance monitoring)
- Administer school funding and assess eligibility for free school meals
- Manage behaviour and disciplinary procedures
- Ensure school security through CCTV monitoring

## 5. Data Sharing

We may share pupil data with third parties where necessary, including:

- Department for Education (DfE)
- Local Authority
- Exam boards
- NHS and health professionals
- Social services and safeguarding agencies

- Police and law enforcement (where required)
- Future schools, colleges, or training providers

All third parties must comply with data protection regulations and ensure appropriate security measures are in place.

## 6. Retention of Pupil Data

Pupil data is retained in accordance with legal requirements and school policies. Certain records, such as safeguarding information, may be retained beyond a pupil's time at the school. Full details are available in our Data Retention Policy.

## 7. Data Security & Breach Management

We implement strict security measures to protect personal data from unauthorised access, loss, or misuse. Our Data Breach Policy outlines the procedures in case of a security incident.

## 8. Your Data Rights

Under data protection laws, pupils (or their parents/guardians) have the right to:

- Request access to their personal data (Subject Access Request)
- Request correction of inaccurate data
- Request erasure of certain data (where applicable)
- Restrict processing under specific conditions
- Object to processing in certain cases

For requests, please contact the school's Data Protection Officer.

## 9. Contact & Complaints

If you have any questions about this privacy notice or how we handle pupil data, please contact:

**School Business Manager:** Ms. D Coburn  
**Email:** admin@longmoorcps.co.uk  
**Phone:** 0151 521 5511

If unsatisfied, you may contact the **Information Commissioner's Office (ICO):**

**Website:** <https://ico.org.uk/>  
**Phone:** 0303 123 1113