



Privacy Notice – Pupil, Parent and Carer

Under UK data protection, individuals have a right to be informed about how the school uses any personal data. The school complies with this requirement by providing privacy notices to inform individuals about how their personal data will be processed.

This privacy notice explains how the school will collect, store and use personal data about children and their families.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Trips and activities
- Catering and free school meal management

Why we collect and use pupil information

The school have the legal right to collect and use personal data relating to children and their families. We may also receive information from their previous school, the local authority and/or the Department of Education. The school will collect, use and store this information in order to meet its legal requirements and legitimate interest set out in the UK Data Protection Act 2018, but also the [Education Act 1996, Regulation 5 of the Education \(Information About Individual Pupils\) Regulations 203](#) and the [Children's Act 1989](#).

In accordance with the above, the personal data of children and their families is collected, used and stored for the following reasons:

- a) to support pupil learning
- b) to monitor and report on pupil progress and attainment
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections and data sharing

- g) to provide free early education and childcare

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing pupil information are:

- Article (6)(1)(c) - Legal obligation: the processing is necessary to comply with the law (not including contractual obligations).
- Article (6)(1)(e) - Public task: the processing is necessary to perform a task in the public interest or for official functions (task or function has a clear basis in law).

When we collect or share 'special category' personal data, we rely on the following legal bases under the UK GDPR:

- Article 9(2)(g) - Reasons of substantial public interest. We rely on the Equality of opportunity or treatment purpose condition from Schedule 1 of the Data Protection Act 2018 when relying on Article 9(2)(g) to process your special category data.
- Article 9(2)(h) - Health or social care (if a case needs to be stepped up to children's social work services or the management of social care systems or services)
- Article 9(2)(j) - Archiving, research and statistics (for scientific or historical research purposes or statistical purposes)
- Article 9(2)(f) - Legal claims or judicial acts (for the establishment, exercise or defence of legal claims whenever courts are acting in their judicial capacity).

We collect and use pupil information under sections 19, 537A and 507B of the Education Act 1996, section 83 of the Children Act 1989, The Education (Information About Individual Pupils) (England) Regulations 2013, and The Localism Act 2011.

We may also collect and use information about your health or other protected characteristics, such as your religion or ethnicity. These are special categories of personal information; we will only collect and use them when necessary. The legal basis here is Article 9(2)(i) of the UK GDPR. Public Health England also has special permission from the Secretary of State for Health and Social Care to use personally identifiable information without your consent where this is in the public interest. This is known as 'Section 251' approval and includes using the information collected by the NHS to help protect the public in a health emergency. The part of the law that applies here is Section 251 of the National Health Service Act 2006 and the associated Health Service (Control of Patient Information) Regulations 2002.

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your data in a certain way
- We need to perform or exercise an obligation or right concerning employment, social security or social protection law

- We need to protect an individual's vital interests (i.e. preserve a life) in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person
- obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.

Collecting pupil information

We collect and receive data through the online admissions process, this is sent to the school via an encrypted portal by the local authority. Once your admission is processed by the school you will receive some further documentation in your new starter pack.

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our website, or ask for a copy from our Office.

Who we share pupil information with

We do not share information about you with any third party without consent unless the law and our policies allow us to.

Where it is legally required or necessary (and it complies with UK data protection law), we may share personal information about you with:

- DfE (statutory for school funding and educational attainment policy and monitoring) and other government agencies and local authorities as required (e.g. to resolve funding queries).
 - regulation 5 of The Education (Information About Individual Pupils) (England)
 - regulations 2013 for school census returns.
 - regulation 4 of The Education (Information About Individual Pupils) (England)
- LA teams working to improve outcomes for children and young people.
- Commissioned providers of LA services (such as education services).
- Other schools or colleges that children may attend after leaving us
- Local multi-agency forums that provide SEND advice, support, and guidance.
- Partner organisations where necessary, which may include Police, school nurses, doctors, mental health workers and NHS.
- Third-party providers of information services where consent has been given

The school also uses various systems, such as assessment and reporting software, communication system and curriculum software that may process pupil and family information. As the Data Controller we will ensure that these processors meet and uphold UK data protection standards.

International Transfer of Personal Data

We have recorded where we store all the personal data processed in your school and by thirdparty services. If a third-party service stores data in the US, we have ensured that safeguards, such as standard contractual clauses, are in place to allow the safe flow of data to and from the school.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Officer through the school office.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office.

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 on 8th December 2025.

Contact

If you would like to discuss anything in this privacy notice, please contact: **[Insert school office details, address, email and telephone number]**

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the

Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>.