



Privacy Notice (How we use pupil information)

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Parental Information
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment data
- Special Educational Needs
- Medical Information and Allergies
- Welfare Information (such as looked after, adoption etc)
- Photographs
- Behaviour, Rewards and Exclusions

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under Article 6(1)(c) – legal obligation and Article 9(2)(d) – Legitimate Activities and Article 9(2)(e) and to comply with the Education Act 1986.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you 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 for the duration of their education with school, thereafter records are transferred to the next education setting and removed from our electronic database at the end of the academic year in which they leave.