



## Pupil Privacy Notice 2025

### 1 Policy Statement

This notice explains what personal data (information) we hold about you, how we collect it, how we use it, and how we may share it. We are required to give you this information under data protection law.

### 2 Definitions

Term	Definition
School	Trinity St Stephen Church of England First School
Department of Education (DfE)	the government department which deals with education
Local Authority	Royal Borough of Windsor and Maidenhead
Headteacher	Mrs Louise Lovegrove
Chair of Governors (CoG)	Mr Trevor Kirby
Business Manager	Mrs Kim Jones
Designated Safeguarding Leads (DSL)	Mrs Louise Lovegrove
Parents	the parents, carers, or guardians
Schools Data Protection Officer (DPO)	Satswana Ltd, Suite G12 Ferneberga House, Alexandra Road, Farnborough, GU14 6DQ. <a href="mailto:info@satswana.com">info@satswana.com</a>
<u>Data Protection Act (DPA)</u>	The Data Protection Act 2018 makes a provision about the processing of personal data, which is subject to GDPR, with an amendment in 2023.
<u>UK General Data Protection Regulation (GDPR)</u>	which applies across the European Union (including in the United Kingdom)
<u>Freedom of Information Act (Fol)</u>	The Freedom of Information Act 2000 discloses information held by public authorities or persons providing services for them and amends the Data Protection Act.
<u>Education Act (EA)</u>	The Education Act 1996 consolidates the Education Act 1944 and certain other educational enactments.
<u>Information Commissioners Office (ICO)</u>	This organisation ensures compliance with the Data Protection Act, Freedom of Information Act, and GDPR and handles formal complaints.
Electronic Platform	An electronic platform is any means the school communicates. This could include, but is not limited to, Email, Online Portals, and Social Media platforms.

### 3 Introduction

This privacy policy applies to all personal data processed by School and its subsidiary companies, organisations, and clubs, collectively referred to as the "School."

This policy provides information about how the School uses (or "processes") personal data about individuals, including:

- Current, past, and prospective pupils
- Their parents, carers, or guardians (referred to in this policy as "parents")
- Staff, including employees, contractors, casual workers, and volunteers
- Donors, friends, and supporters
- Visitors and other individuals connected to the School

This policy applies to any contract between you and the School and any other information or policies the School may provide about a particular use of personal data. The School will update this policy from time to time. We will highlight any changes that substantially affect your rights on our website or directly to you as far as practicable. If you have any questions about your data or its use, please contact our DPO.

### 4 What Data the School Processes

As part of its operations, the School may process a wide range of personal data about individuals, including by way of example:

- Names, addresses, telephone numbers, email addresses, and other contact details
- Bank details and other financial information
- Current, past, and prospective pupils' academic, disciplinary, admissions, and attendance records, and examination scripts and marks
- Personnel files, including in connection with academics, employment, or safeguarding
- Nationality and other immigration status information (e.g., Right to Work/Study), including copies of passport information and any other information required for school trips or proof of residency
- Where appropriate, information about individuals' health, special needs, and contact details for their next of kin
- References given or received by the School and information provided by previous educational establishments or other professionals or organisations working with pupils or previous employers
- Correspondence with and concerning staff, pupils, and parents past and present
- Images of individuals engaging in school activities and images captured by the School's CCTV system
- Visitor logs, login credentials, digital access, and other logs

### 5 How we use your personal information

We use your personal information to:

- enable integrated working with other teams and organisations to ensure you receive the proper support at the right time
- support you to access relevant support and advice services and groups
- inform future service provision and the commissioning of services
- undertake our statutory education duties (such as ensuring no children are missing education and administering the schools admissions process)
- support or improve educational provision
- improve the services we provide
- safeguard children and young people
- produce a holistic view of every child within the School and LA to provide informed support and advice
- evaluate and quality assure the services we provide

- analyse service provision and effectiveness
- model patterns of service involvement to support future service delivery planning.

## 6 How long your data will be kept

We will retain personal data only for as long as necessary for the purposes for which it was collected or as required by law. We have implemented a data retention policy which sets out the retention periods for different categories of personal data. For example:

- Pupil records: retained for up to 7 years after the pupil leaves the School.
- Staff records: retained for up to 7 years after employment ends.
- Financial records: retained for up to 7 years for tax and audit purposes.
- CCTV footage: retained for up to 1 year unless required for an investigation.
- Job Applicants: If your employment application is unsuccessful, the school will hold your data on file for six months after the end of the relevant recruitment process.

Historical archives of a non-sensitive nature regarding students' attendance at the school, their house, and participation in extracurricular activities may be retained indefinitely for historical enquiry; no academic or disciplinary records will be maintained as part of this archive.

We will take reasonable steps to securely delete or anonymise personal data when it is no longer needed.

## 7 Reasons we can collect and use your personal information

We collect and use your personal information to carry out tasks to comply with our legal obligations and to carry out tasks in the public interest. We rely on the following legal bases under the UK GDPR:

- 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.

### 7.1 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 child's 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 your child's life or someone else's life) in situations where you're physically or legally incapable of giving consent

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- 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
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

We will only collect and use criminal offence data when we have both a lawful basis, as set out above, and a condition for processing set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. preserve your child's life or someone else's 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, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## 8 Who do we share your personal information with

We do not share information about your child 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 your child 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).
- 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 you may attend after leaving us.
- Local forums with schools and LA representatives, which support in-year fair access processes and support managed moves between schools.
- Local multi-agency forums that provide SEND advice, support, and guidance.
- Partner organisations signed an Information Sharing Agreement, where necessary, which may include Police, school nurses, doctors, mental health workers and NHS Foundation Trust.
- Schools in our local collaboration to enable the moderation of pupil assessment outcomes, support collaborative working through joint analysis, and ensure children continue to receive appropriate education provision.
- LA has to share information with external moderators (teachers with recent relevant experience) of end-of-key stage assessments to meet statutory requirements from the Standards and Testing Agency (STA).
- Third-party providers of information services (such as student apps) where consent has been given.
- Contracted providers of services (such as school photographers, filtering and monitoring, and catering providers) where consent was given.

We will share personal information with law enforcement or other authorities if required by applicable law.

We must share information about our students with LA and the DfE under section 3 of The Education (Information About Individual Students) (England) Regulations 2013.

## 9 The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research and studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from various sources, including schools, local authorities, and awarding bodies.

We are required by law to provide information about our students to the DfE as part of statutory data collection, such as the school census and early years census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

The DfE may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes to ensure the confidentiality of our data is maintained, and stringent controls are in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and are based on a detailed assessment of the following:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use.

## 10 Your Rights

Under the GDPR, you have rights which you can exercise free of charge, which allow you to:

- Know what we are doing with your information and why we are doing it.
- Ask what information we hold about you (Subject Access Requests).
- Ask us to correct any mistakes in our information about you.
- Object to direct marketing.
- Make a complaint to the ICO.
- Withdraw consent (if applicable).

Depending on our reason for using your information, you may also be entitled to:

- Ask us to delete the information we hold about you.
- Have your information transferred electronically to yourself or another organisation.
- Object to decisions being made that significantly affect you.
- Object to how we are using your information.
- Stop using your information in specific ways.

We will always seek to comply with your request. However, we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances they apply, see the ICO's guidance on individuals' rights under GDPR.

If you would like to exercise a right, please get in touch with our DPO.

## 11 Keeping your personal information secure

We take the security of personal data seriously and have implemented appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing and accidental loss, destruction, or damage. These measures include:

- Regular data protection training for staff
- Use of strong passwords and encryption
- Regular security assessments and audits
- Secure storage and disposal of personal data
- Restriction of access to personal data to authorised personnel only

In the event of a data breach, we will take appropriate steps to mitigate the impact and comply with our legal obligations, including notifying affected individuals and the Information Commissioner's Office where necessary.

## 12 Complaints

If you have any concerns about how we handle your data, please contact our DPO. If you are unsatisfied with our response, you can complain to the Information Commissioner's Office (ICO). You can contact the ICO at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Tel: 0303 123 1113

Report a concern online at <https://ico.org.uk/make-a-complaint/>

## 13 Further information

For further information about how the DfE uses your information:

To learn more about the pupil information, we share it with the DfE for data collection:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

For more information about the NPD, go to <https://www.gov.uk/government/publications/national-pupildatabase-user-guide-and-supporting-information>.

For more information about the DfE's data-sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

For information about which organisations the department has provided pupil information (and for which project), please visit the following: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>.

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

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