

# Privacy Notice (Pupils and Parents/Carers)

Great Ponton CE Primary School is the **data controller** for the personal data we process.

This notice explains how and why we collect, use and share personal information about pupils and their parents/carers.

## 1. The personal data we collect

We collect and use personal information about pupils and their parents/carers, including:

### Pupil data

- Personal information (such as name, date of birth, address, unique pupil number)
- Characteristics (such as ethnicity, language, nationality and free school meal eligibility)
- Attendance information
- Assessment and attainment information
- Behavioural information
- Special Educational Needs and Disabilities (SEND) information
- Medical and safeguarding information

### Parent/carer data

- Names and contact details (such as address, phone number, email)
- Relationship to the child
- Emergency contact information
- Relevant information to support the pupil (e.g. safeguarding or welfare concerns)

### Special category data

We may also process more sensitive information, including:

- Health information
- Safeguarding information
- Ethnicity or religious beliefs (where relevant)

## 2. Why we collect and use this information

We use personal data to:

- Support pupils' learning and development
- Monitor and report on progress
- Provide appropriate care, safeguarding and support
- Communicate with parents/carers
- Manage admissions, attendance and behaviour
- Meet our legal and statutory obligations
- Ensure the effective operation of the school

## 3. Lawful basis for processing

We process personal data under the following lawful bases:

- **Public task** – to carry out our role as a school
- **Legal obligation** – to comply with the law
- **Vital interests** – to protect life or safety
- **Contract** – where necessary (e.g. employment or services)

Where we process special category data, we also rely on conditions under **Article 9 UK GDPR**, typically relating to safeguarding, health, or education provision.

We do **not normally rely on consent** for core school functions. Where consent is used (e.g. for photographs on the website), it will be clearly requested and can be withdrawn at any time.

## 4. How we collect this information

We collect personal data from:

- Parents/carers and pupils directly
- Previous schools
- Local authorities
- The Department for Education (DfE)
- Other professionals involved in supporting pupils (e.g. health services)

## 5. How we store and protect personal data

We store personal data securely in line with our data protection and records management policies.

We use appropriate technical and organisational measures to protect data, including:

- Secure systems and access controls
- Encryption and password protection
- Staff training on data protection

We retain personal data only for as long as necessary, in line with our retention schedule.

## **6. Who we share personal data with**

We may share personal data where necessary and lawful, including with:

- Other schools (e.g. when pupils transfer)
- Local authorities
- The Department for Education (DfE)
- Health services and safeguarding partners
- External service providers (e.g. IT systems), under contract

We only share the **minimum amount of data necessary** and ensure appropriate safeguards are in place.

We do **not share personal data unnecessarily**.

## **7. The National Pupil Database (NPD)**

We are required by law to provide information about pupils to the DfE as part of statutory data collections, such as the school census.

Some of this information is stored in the **National Pupil Database (NPD)**.

The DfE may share this information with approved organisations for research and statistical purposes, subject to strict controls.

For more information, visit:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## **8. Your data protection rights**

Under data protection law, you have rights including:

- The right to access your personal data

- The right to request correction of inaccurate data
- The right to request erasure (in certain circumstances)
- The right to restrict or object to processing
- The right to data portability (where applicable)

To exercise any of these rights, please contact the school.

## **9. Data breaches**

In the event of a data breach that is likely to result in a high risk to individuals, we will inform affected individuals without undue delay.

## **10. Contact us**

If you have any questions or concerns about how we use personal data, please contact:

### **Data Protection Officer (DPO)**

Email: [dpo@greatponton.lincs.sch.uk](mailto:dpo@greatponton.lincs.sch.uk)

## **11. Complaints**

If you are not satisfied with our response, you can complain to the Information Commissioner's Office (ICO):

<https://www.ico.org.uk>

**Last updated:**